



**Annual National Cooperative Agricultural Pest Survey (CAPS)
Committee (NCC) Meeting**

February 7-9, 2017

McAllen, Texas

Supplemental Information



Annual National CAPS Committee Meeting
February 7 – 9, 2017
Kika de la Garza Federal Building
McAllen, Texas
Draft Agenda



Tuesday, February 7, 2017 (8:00 am – 5:00 pm) – Kika de la Garza Federal Building

- Welcome, NCC Introductions
- State and PPQ Welcome and Overview
- Meeting Overview
 - Why we are here and what we need to talk about
- NCC Bylaws review
 - Representation and Terms
 - PPQ Field Operations Realignment
- 2016 NCC Meeting review
 - Action Items
- CAPS Processes
- CAPS Performance in 2016
 - Performance Measures, Metrics, and Funding
- Funding Update
 - FY17, Continuing Resolutions, etc.
- Cooperative Agreements
 - USDA EzFedGrants for CAPS and Farm Bill
 - Timeline for agreements (what works best based on past budget history?)
- CAPS 2017 Survey Guidelines
 - Review of the Current Guidelines
 - New Additions and Possible Changes
 - Appendix J-3 / Survey Summary Form – Updates
 - Approved Methods
 - Work Plan Deadlines
 - Reporting
 - Funding Formula



➤ Work Plan Reviews

Pest List 'Audits'

What is missing that can be added?

Are all pests listed in work plans appropriate?

Nursery surveys

How are these surveys conducted?

Which pests are appropriate?

➤ Farm Bill – FBMF

FY17 Update Going into FY18

➤ CAPS-Farm Bill G1 Survey Program Discussion

Pest Surveillance Proposal Logistics and Implementation

Possible Processes and Protocols

Wednesday, February 8, 2017 (8:00 am – 5:00 pm) – Kika de la Garza Federal Building

➤ CPHST CAPS Support

Pest Prioritization Model & Processes

Status Update / Timelines

Next Steps / Pathogens / Mollusks

Changes to the Pest Lists

Commodity/Taxon Surveys and Manuals

What Needs an Update / Reformat?

What New Needs Development?

New: Major Hosts (NCC to ensure all important hosts listed)

Research / Method Development Needs

General Lures and Pheromones

➤ New Mapping Strategy

Background: OSU/SAFARIS

GIS & Geospatial Tools

Future Strategy

➤ Identification Services

Certification of State Identifiers / Screeners

Access to Carnegie / Mississippi for EWB/BB samples

National Confirmation Protocols



- Purdue Update
 - Survey Summary Form
 - Change Request Process
 - SSF Fields Discussion
 - CAPS and Farm Bill Accountability Reports
 - Reporting Tools
 - Survey Methods Reconciliation
 - Trap & Lure NAPIS Data Entry Fields
 - Sample and Visual Surveys

- Data Sharing Discussion

Thursday, February 9, 2017 (8:00 am – 12:00 pm) – Kika de la Garza Federal Building

- National CAPS Meeting
 - Update & Planning Status
 - Alternate Opportunities
 - Discussion of:
 - Format
 - Topics
 - Presentations

- CAPS Webinar Series
 - Topics, Schedule

- CAPS Program Communication
 - How better to reach SSCs?
 - CPHST, FB, Survey Supplies, etc. all give updates on PSS call.
 - How to provide same service to SSCs?
 - Do they hear about all important changes?

- CAPS Recognition 2017

- Additional Topics and Discussion

- Review of Action Items and Responsibility



- Summary, Closing and Last Thoughts

Thursday, February 9, 2017 (1:00 pm – 5:00 pm) – Moore Air Base

- Survey Supplies Procurement Program
 - Communication Plan
 - Discussion of Plan to Meet Cooperator Needs
 - Trap & Lure Warehouse
 - Understanding Survey Supply Processes
 - Orders and Delivery
- CPHST Labs
 - Molecular Diagnostics
- Fruit Fly SIT

NCC Bylaws

Purpose of the Bylaws

To establish rules of operation for the National Cooperative Agricultural Pest Survey (CAPS) Committee (NCC).

CAPS Mission

The mission of the Cooperative Agricultural Pest Survey (CAPS) program is to provide a survey profile of exotic plant pests in the United States deemed to be of regulatory significance to the United States Department of Agriculture (USDA), Animal and Plant Health Inspection Service (APHIS), Plant Protection and Quarantine (PPQ), State Departments of Agriculture, tribal governments, and other cooperators through early detection and surveillance activities by:

- Confirming the presence or absence of environmentally and/or economically harmful plant pests that impact agriculture or the environment, and that have potential to be of phytosanitary significance; and
- Establishing and maintaining a comprehensive network of cooperators and stakeholders to facilitate our mission and to safeguard our American plant resources.

NCC Purpose

The NCC represents CAPS cooperators at the national and state level and provides guidance for the Pest Detection program.

The NCC duties include:

- Providing national guidance for policy, procedures, budgets, and performance tracking of CAPS initiatives, including pest detection within specific pest eradication and management programs where overlap occurs with CAPS priority pests.
- Finalizing the annual PPQ National CAPS Guidelines including a list of exotic plant pests for survey priority, and communicating standardized survey methodologies.
- Communicating pest detection objectives, policy, and plans to the stakeholder constituency which the NCC member represents.
- Monitoring the roles and responsibilities of the State CAPS committees, including the duties of the State Plant Health Directors (SPHD), State Plant Regulatory Officials (SPRO), Pest Survey Specialists (PSS), and State Survey Coordinators (SSC) in implementing the CAPS program.
- Facilitating agreement between PPQ and cooperators on the process for developing pest survey lists for consideration at the state and national level, including commodity-based surveys.
- Identifying high-impact outreach efforts on an annual basis, especially to leverage resources and interest in pest detection.
- Evaluating the fairness and transparency in funding and accountability of cooperators' use of CAPS funds.

- Identifying training needs in support of CAPS (survey and regulatory policy and procedures, data management, and communications).
- Acting as an advisory committee for all information technology systems, databases, and websites in support of Pest Detection and CAPS.

NCC Membership

The CAPS program relies to a great degree on close cooperation between PPQ and state departments of agriculture. It is appropriate for the NCC members to be appointed accordingly.

NCC Member	Role and Responsibility*
PPQ- National Survey Coordinator (NSC), Plant Health Programs, Policy Management (PM)	National PPQ responsibility to provide leadership, management, and coordination to implement and oversee the CAPS program; chairs and organizes meetings and conference calls, and delivers information in a timely manner.
PPQ- National Operations Manager (NOM) for Pest Detection, Field Operations (FO)	Administration of CAPS in Field Operations, including guidance to States, and assures there is program accountability, fairness and transparency among states nationally; provides frequent and direct advice to the National Survey Coordinator.
PPQ- Program Leader for CAPS Support, Center for Plant Health Science and Technology (CPHST), Science & Technology (S&T)	Provide pest lists, prepare and present relevant scientific analyses, recommend survey methodologies, provide commodity-base pest survey guidelines, prepare risk maps and supporting documentation to inform decisions on pest survey, and to submit proposals for scientific endeavors in support of CAPS.
PPQ – Farm Bill Section 10007 Program Representative	Provide Farm Bill Section 10007 perspective, strategy, and focus, and insures that CAPS and Farm Bill surveys and projects are linked and share common guidance; responsible for communicating NCC and CAPS topics, issues, and guidance with the Farm Bill Management Team, goal leads, and stakeholders.
PPQ- State Plant Health Director (SPHD), Field Operations (FO); two representatives	Provide unique PPQ state-level perspective on specific issues regarding CAPS policy, procedures, and initiatives; responsible for communicating NCC and CAPS topics and issues with the national SPHD constituency.

NCC Member	Role and Responsibility*
National Plant Board (NPB)- State Plant Regulatory Official (SPRO), Eastern, Southern, Central, and Western Plant Boards; four representatives	Provide state-level perspective unique to SPROs regarding CAPS policy, procedures, and initiatives; represent their respective Plant Board, and responsible for communicating NCC and CAPS topics and issues.
PPQ- Pest Survey Specialist (PSS), Field Operations (FO); two representatives	Provide unique PPQ field-level perspective on specific issues regarding CAPS policy, procedures, and initiatives, particularly the feasibility of implementation in the field; responsible for communicating NCC and CAPS topics and issues with the national PSS constituency.
State Dept. Ag.- State Survey Coordinator (SSC), Eastern, Southern, Central, and Western Plant Board States; four representatives	Provide state, field-level perspective for states in their respective Plant Board region on specific issues of concern to the states, particularly the feasibility of implementing new survey policy, procedures, or initiatives; responsible for communicating NCC and CAPS topics and issues with their constituency.

*The current *Cooperative Agricultural Pest Survey (CAPS) National Guidelines*, contains a comprehensive list of roles and responsibilities of various positions in the CAPS program.

The Pest Detection Management Team (PDMT)

The Pest Detection Management Team (PDMT) consists of individuals occupying the following positions on the NCC. Their participation on the PDMT is contingent on their position as described below. The PDMT will convene frequent discussions as needed.

- National Survey Coordinator in Policy Management , PDEP
- National Operations Manager for Pest Detection
- CPHST Program leader for CAPS Support in Science & Technology

NCC Membership Selection

- The National Survey Coordinator, the National Operations Manager for Pest Detection, and the CPHST, Program Leader for CAPS Support serve on the NCC as long as they remain in their position.
- The Farm Bill representative will be chosen by the Farm Bill Management Team (FBMT) in consultation with the NSC, and approved by the PDMT. They will serve on the NCC as long as they remain in their position with the Farm Bill Program, or that the FBMT decides to change representation.

- The NCC approved the addition of this position to the NCC on February 12, 2013, as a permanent member to coincide with the expanded scope of surveys conducted through Farm Bill funding, and the tight linkage of CAPS survey guidance and methodology in Farm Bill surveys.
- The four National Plant Board representatives will be appointed by their respective Regional Plant Board President in consultation with the NSC, and approved by the PDMT. They will serve a three-year term unless renewed.
- The two State Plant Health Directors will be nominated by the SPHDs nationally in consultation with the National Operations Manager for Pest Detection, with support of the Executive Director of Field Operations and the respective Associate Executive Director (AED), and approved by the PDMT. They will serve a three-year term unless renewed.
- The two Pest Survey Specialists will be nominated by the PSSs nationally in consultation with the National Operations Manager for Pest Detection, with support of the SPHD of the individual's State, the Executive Director of Field Operations, and the appropriate Associate Executive Director (AED), and approved by the PDMT. They will serve a three-year term unless renewed.
- The four State Survey Coordinators will be nominated by the SSCs in that Plant Board Region in consultation with the National Operations Manager for Pest Detection, with approval by the individual's supervisor, support of the SPRO of the individual's State, concurrence of the respective Regional Plant Board President, and approved by the PDMT. They will serve a three-year term unless renewed.

The NCC values diversity in member representation, and has determined that the positions mentioned above justify the composition and needs of the CAPS community. Given the diversity of states in terms of geography, size, agriculture, environment, risk, and how they are managed, it is important for the CAPS program to receive guidance on topics and issues from these many perspectives. The CAPS program cannot run efficiently without considering the potential effectiveness of program policies in the states. One rule for member selection overrides all others: No two members on the NCC can be from the same state. This insures that the core constituencies of the CAPS community are represented by 12 states on the NCC. Selection of new members will depend on the present representation on the NCC. Other factors that may be considered are regional location (north, south, east, west), size (large, small), and pest risk factors (ports, pathways), among others.

The committee aims for continuity and frequent turnover is discouraged; however, adjustments will be allowed to accommodate changes as necessary. NCC members may be re-appointed up to two consecutive terms (not to exceed six years). In an effort to avoid concurrent term expirations, NCC members will serve on a staggered schedule as often as possible. Term years run from January 1 through December 31. The term schedule is posted on a website(s) accessible to the NCC. If a member is unable to

complete their term, another will be selected based on the process described above to fill the remaining time of that term. The NSC will notify the Executive Director of Field Operations, Regional Plant Board President, PDMT, and others as appropriate before November 1 of the expiration of a member's term, and convey the need to either re-appoint the member or select a new representative to the NCC.

Beginning April 1, 2013, the State Plant Health Director and Pest Survey Specialist serving on the NCC for the longer period of time will be primarily responsible for communications within the national constituency. If the term of this individual is renewed for an additional 3 years, then the communication responsibility will switch, and the other individual will assume the responsibility nationally. This will allow a more equitable sharing of responsibilities while maintaining the diversity of input to the NCC. Otherwise, coordination of communication responsibilities will be determined between the two individuals.

Invited Participant

Both non-government and government parties will be invited to provide their unique perspectives on specific issues, on an ad hoc basis, as approved by the NCC. Many of these individuals will be invited to participate in conference calls and meetings throughout the year, depending upon the agenda. Some of the invited participants may include university cooperators, PPQ Information Technology (IT) staff, CAPS Information System (CAPSIS) User Services, The Nature Conservancy, National Invasive Species Council (NISC), USDA National Institute of Food and Agriculture (NIFA), US Forest Service, APHIS Native American Working Group representative, Native American tribal representatives, and industry organizations. Invited participants do not serve for a specific term, but only as long as projects or tasks requiring their unique contribution is needed. Once the issue has been addressed or project(s) completed, the invited participant will no longer be obligated to participate in NCC discussions.

Any government entity (i.e. federal, state, local, and/or tribal government officials) may be invited to participate in discussions with an agency of the Federal government without requiring deliberations to be conducted according to the Federal Advisory Committee Act (FACA). Non-government employees will not be asked to engage in discussions that could be interpreted to provide "consensus advice recommendations or advice" to the federal government. Their role will be to provide information and perspective on specific issues. The views of non-NCC members will be considered along with all other information and views available. Therefore, the NCC will not need to conduct meetings under FACA procedures.

Committee Meetings

An annual NCC meeting will be held during the latter half of January to review and evaluate the CAPS program, prioritize pest surveys, and discuss issues and topics of interest to the CAPS community. Conference calls will be convened monthly, with the agenda, date and time, ad hoc participation, and toll free numbers provided in advance.

Minutes to all meetings will be posted on the CAPS Resource and Collaboration web site, and will be available to the CAPS community.

The NCC will strive for consensus. If an impasse is reached, the PDMT may try to resolve the issue via separate discussion with the NPB President, the Executive Directors of Policy Management, Field Operations, and/or Science & Technology, the PPQ Leadership Team, or other individuals or organizations, and then communicate the decision to the NCC. If an immediate decision must be made at the time the NCC is convened, the National Survey Coordinator will break the impasse by making the final decision, with follow up discussions with the PDMT to review the decision.

An important obligation for all NCC members is communication about CAPS activities with their respective constituency. The NCC member must hear their constituents concerns and represent their interests. It is recommended that each representative contact their constituency prior to each monthly NCC conference call or NCC meeting and ask for input on critical issues as necessary. Ideas and issues should be brought to the attention of the NCC for discussion, and meeting minutes, action items, resolutions, and decisions will be communicated back to the CAPS community through the NCC member's constituency. It also is important to communicate upward, and keep PPQ management and the National and Regional Plant Board Directors aware of CAPS policies, topics, issues, and activities.

Financial Support

Travel expenses to the annual NCC meetings will be budgeted for APHIS personnel. Non-APHIS participants may request travel support through the PPQ-National Plant Board cooperative agreement.

Rules of Conduct

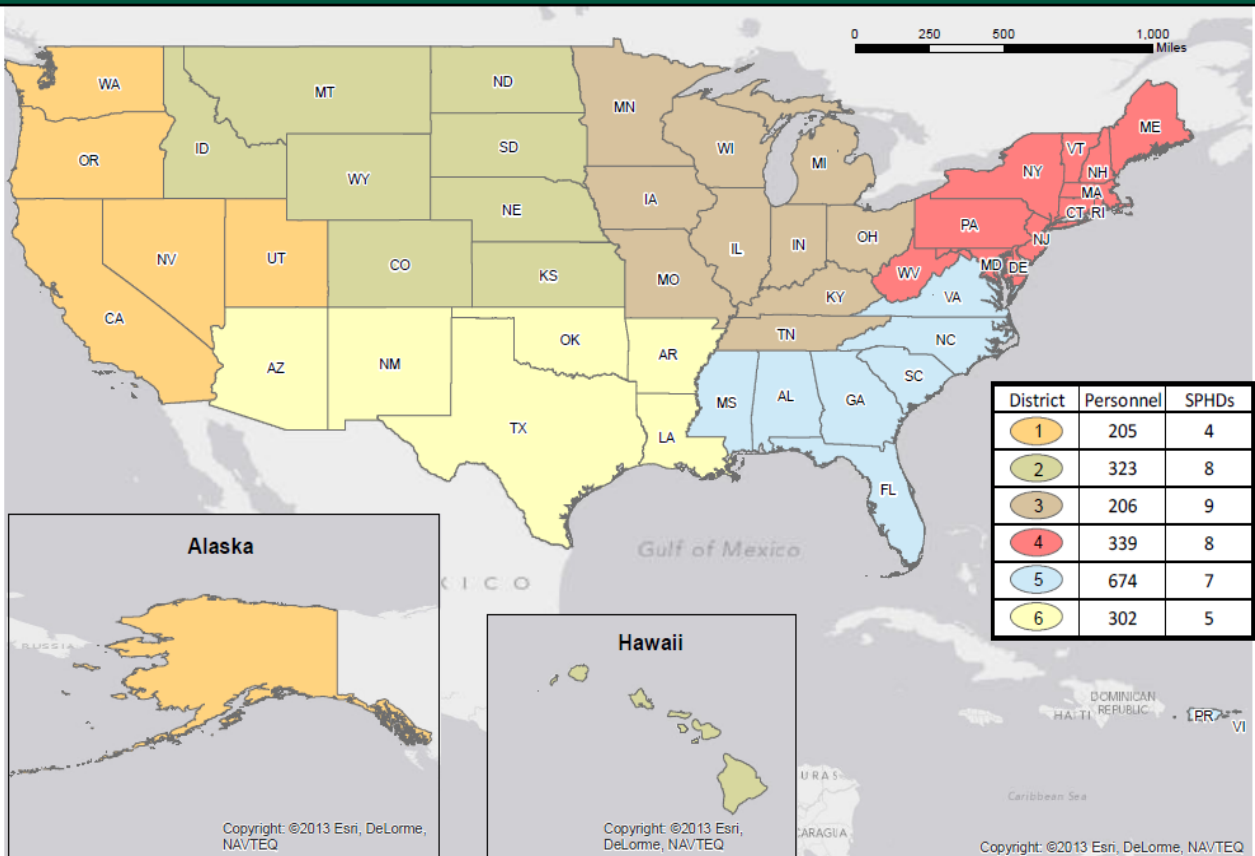
The NCC strives for open, frank, constructive dialogue in its deliberations, and will conduct meetings in a manner that provides an opportunity for all members to be heard. The NCC will strive for consensus on all issues. They will foster an environment of trust and confidentiality among its members. They will not personalize issues. If issues are sensitive, they will be identified as such and the NCC will handle them as agreed to by the NCC. If an NCC member has disagreement with a particular issue, they will voice their opinion with the NCC where it will be addressed. If the issue is not resolved to their satisfaction, they may either remove themselves from deliberations on that issue or they may ask to be removed from the NCC. However, the NCC expects the confidentiality of its deliberations to be honored as a professional courtesy even if the member is removed from discussion on an issue or is removed from the NCC. The NSC, with concurrence of the PDMT, President of the National Plant Board, Executive Directors of Policy Management, Field Operations, and/or Science & Technology, may seek to replace NCC members if they fail to meet their obligations.

Maintenance of the Bylaws

Any questions, concerns, or suggestions to improve these Bylaws may be addressed to John Bowers, the National Survey Coordinator, located at the following address:

USDA-APHIS-PPQ, Pest Detection & Emergency Programs, 4700 River Road, Unit 26, Riverdale, MD 20737-1236, (301) 851-2087, John.Bowers@aphis.usda.gov

Field Operations District Map



USDA, APHIS, PPQ
GIS Specialist
1506 Klondike Rd Suite 306
Conyers, GA 30094

Coordinate System: GCS WGS 1984
Datum: WGS 1984

Data Source:

Document Path: H:\GIS_Data\PPQ\2015Maps\PPQ_FODistrictMap_20151002.mxd

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District	AED	Director
1	Katie Hough	Wendy Beltz
2	Di Hoffman	Vicki Wohlers
3	Scott Sanner	Jeff Hash
4	Clint McFarland	Patricia Sharp
5	Calvin Shuler	Billy Newton
6	Craig Southwick	Kristian Rondeau
7	Sherry Sanderson	Adam Brookbank

National Cooperative Agricultural Pest Survey (CAPS) Committee (NCC) - Term Limits & Rotations

Name	Affiliation	Title	Position on committee	Term	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
John Bowers	PPQ PHP	PPQ National Survey Coordinator	NCC - Chairperson	Permanent	x	x	x	x	x	x	x	x	x	x
Lisa Jackson	PPQ FO	PPQ Pest Detection - Operations	NCC	Permanent	x	x	x	x	x	x	x	x	x	x
Richard Zink	PPQ CPHST	CAPS Support	NCC	Permanent	x	x	x	x	x	x	x	x	x	x
Michael Tadle	PPQ FBMT	PPQ Farm Bill Section 10007 Program	NCC	Permanent	x	x	x	x	x	x	x	x	x	x
Terry Bourgoin	PPQ FO	State Plant Health Director	NCC	3-year	x	x	x	x	x	x	x	x	x	x
Greg Rentschler	PPQ FO	State Plant Health Director	NCC	3-year	x	x	x	x	x	x	x	x	x	x
Megan Abraham	State	Central Plant Board - SPRO	NCC	3-year	x	x	x	x	x	x	x	x	x	x
Piera Siegert	State	Eastern Plant Board - SPRO	NCC	3-year	x	x	x	x	x	x	x	x	x	x
Tyson Emery	State	Southern Plant Board - SPRO	NCC	3-year	x	x	x	x	x	x	x	x	x	x
Brad Lewis	State	Western Plant Board - SPRO	NCC	3-year	x	x	x	x	x	x	x	x	x	x
Tiffany Mauro	PPQ FO	Pest Survey Specialist	NCC	3-year	x	x	x	x	x	x	x	x	x	x
Darrell Bays	PPQ FO	Pest Survey Specialist	NCC	3-year	x	x	x	x	x	x	x	x	x	x
Dale Anderson	State	Central Plant Board - SSC	NCC	3-year	x	x	x	x	x	x	x	x	x	x
Emilie Inoue	State	Eastern Plant Board - SSC	NCC	3-year	x	x	x	x	x	x	x	x	x	x
Sherry Aultman	State	Southern Plant Board - SSC	NCC	3-year	x	x	x	x	x	x	x	x	x	x
Ian Foley	State	Western Plant Board - SSC	NCC	3-year	x	x	x	x	x	x	x	x	x	x

Present Year

2nd term

1st Term

1st Term

2nd term

1st Term

2nd term

1st Term

1st Term (replaced Mark Hitchcox June 2016)

1st Term

1st Term (last 2 years of Ruth's term)

2nd term

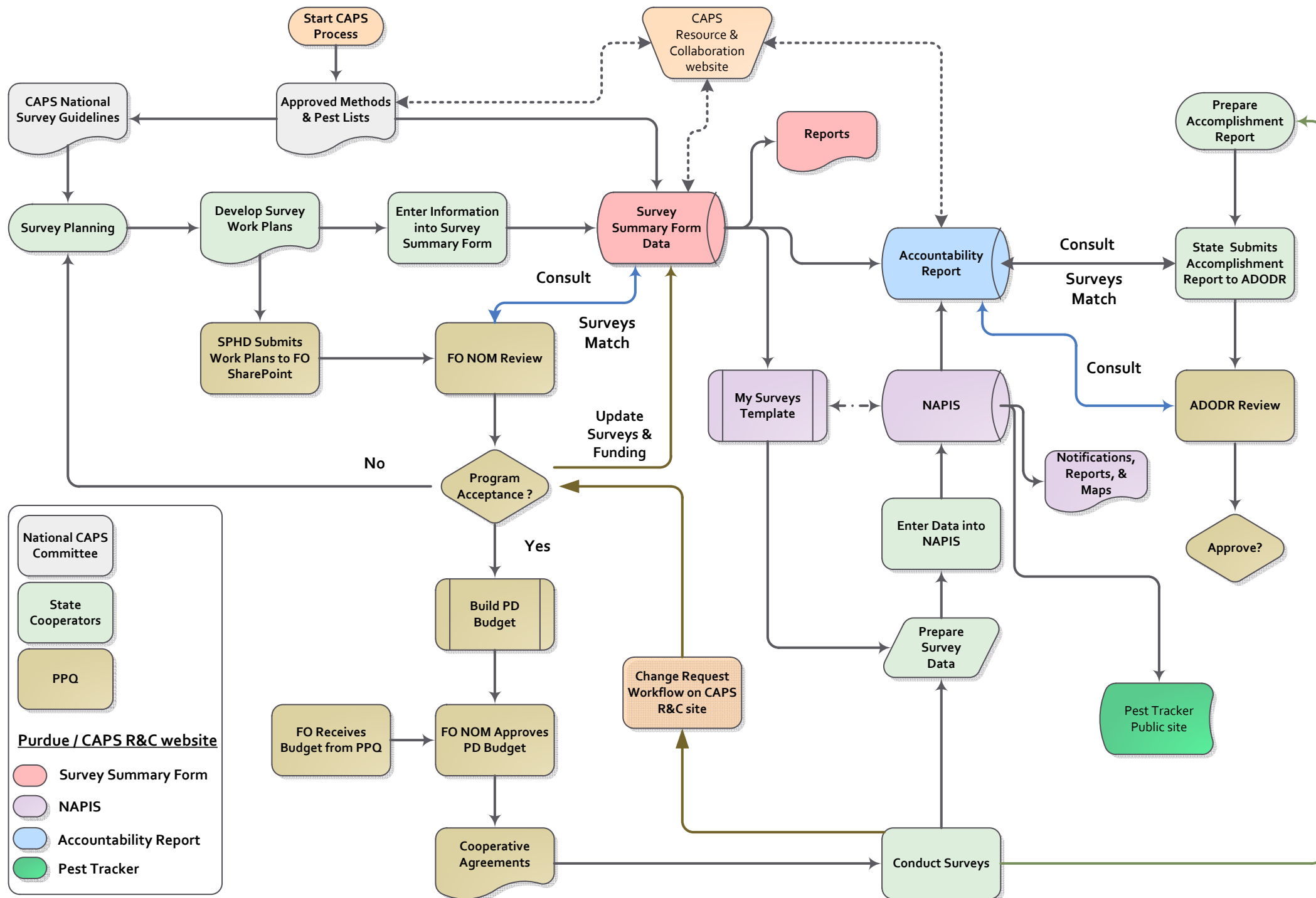
2nd term

Year terms are from January 1 - December 31

All terms begin January 1, 2008

In order to establish a staggered rotation, some terms initially were less than 3 years

x	= permanent member
x	= first year in a 3 yr term
x	= second year in a 3 year term
x	= third year in a 3 year term



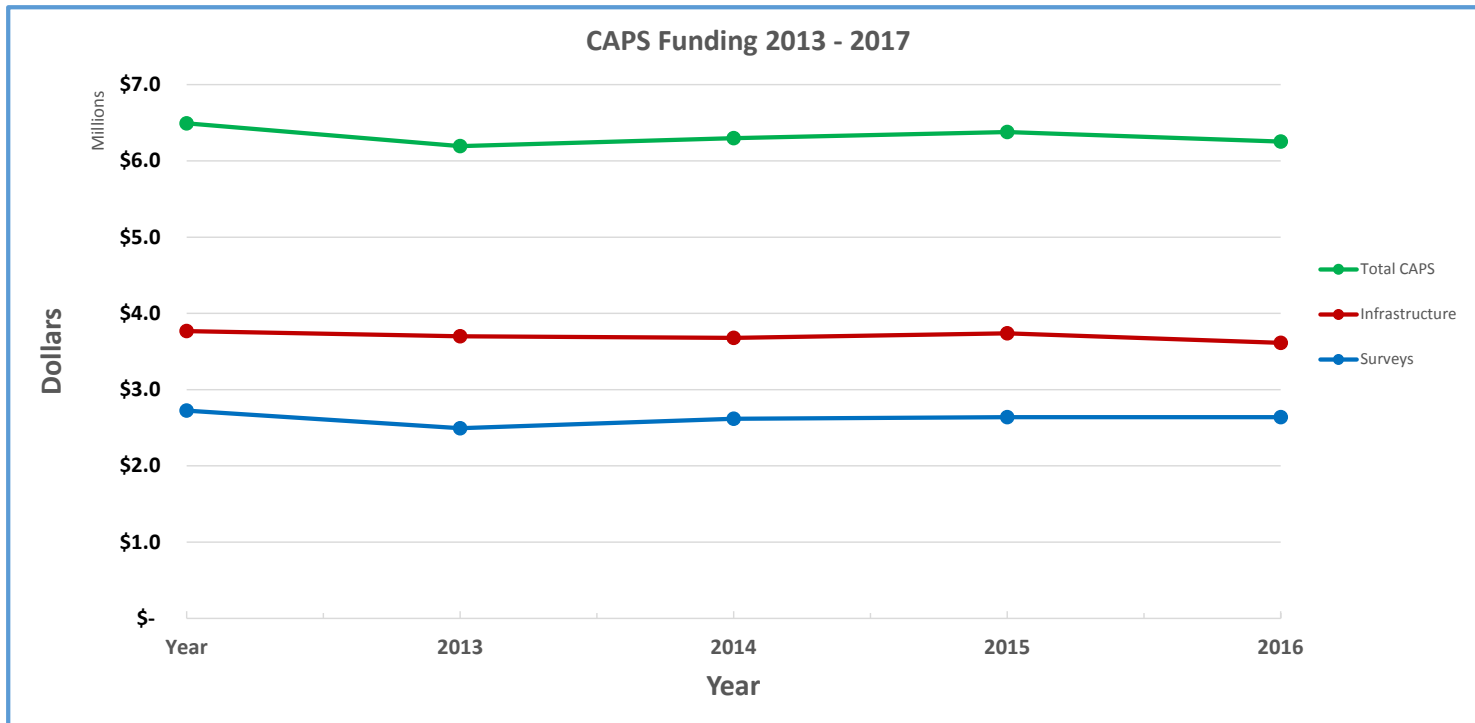
CAPS Surveys Funding

	2013		2014		2015		2016		2017	
Priority Surveys	# States	Funding	# States	Funding	# States	Funding	# States	Funding	# States	Funding
Corn Commodity Survey	7	\$ 164,475	7	\$ 148,884	8	\$ 222,888	9	\$ 191,755	12	\$ 211,954
Cotton Commodity Survey	4	\$ 77,331	4	\$ 80,439	3	\$ 67,827	3	\$ 67,666	1	\$ 2,000
Cyst Nematode Survey	7	\$ 137,608	3	\$ 19,586	3	\$ 20,988	2	\$ 31,074	2	\$ 13,461
Exotic Wood Borer/Bark Beetle Survey	17	\$ 433,334	19	\$ 490,772	20	\$ 537,127	21	\$ 584,205	19	\$ 528,179
Mollusk Survey	2	\$ 125,452	4	\$ 182,388	3	\$ 122,600	4	\$ 138,657	6	\$ 196,888
Oak Commodity Survey	6	\$ 191,325	4	\$ 127,350	3	\$ 80,589	4	\$ 65,722	6	\$ 99,844
Pine Commodity Survey	7	\$ 184,678	5	\$ 117,818	6	\$ 144,593	4	\$ 109,982	5	\$ 113,275
Small Grains Commodity Survey	10	\$ 221,027	7	\$ 74,000	7	\$ 110,406	11	\$ 200,365	8	\$ 112,575
Soybean Commodity Survey	6	\$ 69,086	9	\$ 115,491	10	\$ 148,419	9	\$ 124,417	9	\$ 115,881
Tropical Hosts Commodity Survey							2	\$ 48,691	3	\$ 53,115
Number of Surveys	66	\$ 1,604,316	62	\$ 1,356,728	63	\$ 1,455,437	69	\$ 1,562,534	71	\$ 1,447,172

	2013		2014		2015		2016		2017	
State Bundled Surveys	# States	Funding	# States	Funding	# States	Funding	# States	Funding	# States	Funding
Agroforestry Pest Survey									1	\$ 73,503
Berry Pest Survey							1	\$ 13,664		
Bundled Mollusk Survey										
Citrus Commodity Survey	1	\$ 4,650	1	\$ 6,099	1	\$ 4,600	1	\$ 5,568	2	\$ 40,441
Exotic Buprestid (Cerceris) Survey							1	\$ 2,053	2	\$ 18,103
Field Crops Pest Survey	1	\$ 15,500	4	\$ 114,614	2	\$ 42,406	4	\$ 80,747	6	\$ 126,035
Forest Pest Survey	11	\$ 309,346	10	\$ 197,905	8	\$ 175,041	16	\$ 441,861	12	\$ 347,795
Fruit Crops Pest Survey	1	\$ 4,650	2	\$ 43,091	4	\$ 27,780	1	\$ 3,660		
General Nematode Survey			2	\$ 49,430	1	\$ 39,885			1	\$ 28,713
Greenhouse Crops Pest Survey	1	\$ 13,648	1	\$ 22,770						
Legume Pest Survey	2	\$ 59,265	1	\$ 4,509	1	\$ 4,369				
Maple/Oak Survey					3	\$ 136,227				
Mixed Commodity Bundled Survey	2	\$ 37,098	3	\$ 65,495	3	\$ 39,028				
Nursery and Retail Plants Pest Survey	19	\$ 467,547	19	\$ 518,306	20	\$ 483,509	18	\$ 441,578	20	\$ 451,219
Palm Commodity Survey	2	\$ 27,257	1	\$ 6,099	1	\$ 6,000	1	\$ 6,000	1	\$ 5,000
Pulse Crops Pest Survey							1	\$ 27,065		
Rice Pest Survey	3	\$ 42,351	4	\$ 44,922	4	\$ 40,193	2	\$ 33,591	2	\$ 32,161
Root Crop Survey	1	\$ 20,066								
Solanaceous Commodity Survey							2	\$ 9,660		
Tree Fruit Pest Survey	4	\$ 58,558	4	\$ 41,105	3	\$ 77,252				
Tree Nursery Pest Survey									1	\$ 29,345
Vegetable Crops Pest Survey	4	\$ 60,507	2	\$ 23,119	5	\$ 87,169	1	\$ 10,000	4	\$ 39,149
Number of Surveys	52	\$ 1,120,443	54	\$ 1,137,464	56	\$ 1,163,459	49	\$ 1,075,447	52	\$ 1,191,464
Total Survey	118	\$ 2,724,759	116	\$ 2,494,192	119	\$ 2,618,896	118	\$ 2,637,981	123	\$ 2,638,636

CAPS Surveys Funding

	2013		2014		2015		2016		2017	
	#	Funding	#	Funding	#	Funding	#	Funding	#	Funding
Surveys	118	\$ 2,724,759	116	\$ 2,494,192	119	\$ 2,618,896	118	\$ 2,637,981	123	\$ 2,638,636
Infrastructure	52	\$ 3,767,555	50	\$ 3,698,999	50	\$ 3,680,019	50	\$ 3,739,667	49	\$ 3,613,489
Total CAPS		\$ 6,492,314		\$ 6,193,191		\$ 6,298,915		\$ 6,377,648		\$ 6,252,125
Pest Detection Appropriation		\$ 25,380,842		\$ 27,446,000		\$ 27,446,000		\$ 27,446,000		\$ 27,446,000
Percent of PD Appropriation		25.58%		22.57%		22.95%		23.24%		22.78%
Pest Detection Allocation to PPQ		\$ 21,353,782		\$ 23,097,459		\$ 23,484,225		\$ 23,359,933		\$ 23,359,933
Percent of PD Allocation		30.40%		26.81%		26.82%		27.30%		26.76%
Pest Detection Allocation to FO		\$ 16,553,781		\$ 18,353,455		\$ 18,378,455		\$ 18,714,227		\$ 18,714,227
Percent of PD Allocation to FO		39.22%		33.74%		34.27%		34.08%		33.41%



Farm Bill Goal 1 Survey: FY13-17

National Priority Surveys	FY13		FY14		FY15		FY16		FY17	
	Funding	Count	Funding	Count	Funding	Count	Funding	Count	Funding	Count
Asian Defoliator Survey	\$ 452,252	5	\$ 900,395	8	\$ 1,013,445	7	\$ 1,107,902	10	\$ 1,166,298	13
Cyst Nematode Survey	\$ 397,399	8	\$ 294,762	9	\$ 332,387	7	\$ 282,762	7	\$ 345,188	8
EWB/BB - Forest Pests	\$ 571,781	9	\$ 145,316	2	\$ 481,297	7	\$ 618,257	11	\$ 435,205	9
Grape Commodity Survey	\$ 521,784	15	\$ 358,436	15	\$ 489,405	13	\$ 464,255	15	\$ 725,690	17
Nursery and Ornamental Survey	\$ 150,000	1			\$ 185,000	1	\$ 153,000	2	\$ 185,000	2
Palm Commodity Survey	\$ 123,616	3	\$ 290,625	2	\$ 253,004	4	\$ 75,000	2	\$ 676,146	10
Orchard / Apple / Fruit Survey	\$ 179,930	6	\$ 233,245	8	\$ 476,792	11	\$ 507,714	12	\$ 495,935	11
Pathway Survey for Pests of Multiple Agricultural Systems			\$ 140,000	1	\$ 261,290	2	\$ 283,703	3	\$ 174,438	3
Small Fruit / Mixed Berry Commodity Survey					\$ 154,689	5	\$ 202,932	5	\$ 155,031	5
Solanaceous / Tomato Commodity Survey	\$ 345,360	9	\$ 428,000	13	\$ 587,772	12	\$ 364,638	10	\$ 675,509	17
Stone Fruit Commodity Survey	\$ 641,704	10	\$ 317,750	12	\$ 1,052,521	9	\$ 757,547	7	\$ 509,333	9
Terrestrial Mollusk Survey	\$ 34,099	1	\$ 20,000	1	\$ 45,914	2	\$ 18,092	1	\$ 18,145	1
Totals	\$ 3,417,925	67	\$ 3,128,529	71	\$ 5,333,516	80	\$ 4,835,802	85	\$ 5,561,918	105
Percent of Total Goal 1 Survey	20.8%	42.1%	19.5%	59.2%	34.5%	48.8%	41.6%	49.1%	46.1%	54.1%
Percent of Total Farm Bill	7.6%	16.9%	5.8%	18.3%	10.0%	18.2%	9.1%	18.5%	10.5%	21.6%

Other G15 Surveys	FY13		FY14		FY15		FY16		FY17	
	Funding	Count	Funding	Count	Funding	Count	Funding	Count	Funding	Count
Citrus Commodity Survey	\$ 441,744	2	\$ 524,595	2			\$ 494,556	2	\$ 482,000	2
Honey Bee National Survey	\$ 510,840	31	\$ 90,616	11	\$ 741,246	36	\$ 521,160	41	\$ 627,200	42
Khapra Beetle National Survey	\$ 147,100	17	\$ 18,000	3	\$ 186,779	4	\$ 139,635	5		
Phytophthora ramorum National Survey	\$ 390,287	15	\$ 407,326	13	\$ 492,931	17	\$ 394,320	14	\$ 257,236	14
Phytophthora Species Survey			\$ 141,574	2						
Walnut Twig Borer/Thousand Cankers Disease Survey	\$ 298,912	15	\$ 243,840	9	\$ 323,774	9	\$ 317,895	14	\$ 265,347	12
Enhanced Exotic Pests Surveys	\$ 5,810,000	1	\$ 502,730	1						
Asian Citrus Psyllid Survey	\$ 557,159	1								
Exotic Fruit Fly Survey	\$ 1,976,000	1	\$ 6,682,098	1	\$ 4,000,000	1	\$ 3,000,000	1	\$ 3,000,000	1
Exotic Fruit Fly Survey - PPQ CA	\$ 24,000	1								
False Codling Moth Survey			\$ 100,000	1	\$ 100,000	1	\$ 75,000	1		
Polyphagous Shot Hole Borer/Fusarium Dieback in Avocado					\$ 225,000	1	\$ 175,000	1	\$ 175,000	1

Farm Bill Goal 1 Survey: FY13-17

Other G1S Surveys	FY13			FY14		FY15		FY16		FY17	
Gladiolus Rust Survey	\$	40,000	1								
Laurel Wilt Survey				included in Solanaceous							
Exotic Psyllids and Liberibacter Species Survey											
Marinas and Canals											
Nut Pest Survey	\$	50,000	1	\$	173,000 1	\$	275,000 3	\$	250,000 3	\$	200,000 3
Barberry Detection Survey				\$	9,791 1						
Thrips Associated with Peony in Alaska	\$	19,000	1								
Biosecurity Program for Early Detection of Honey Bee Pests and I						\$	40,119 1				
Survey for an invasive pathogen and parasite from Arkansas hon						\$	104,760 3				
Asian Giant Hornet and Other Invasive Vespa Species Detection a						\$	77,654 1			\$	20,000 1
Bumble bee pathogen and parasite survey						\$	40,813 1				
Resources for Early Detection of Parasites Infesting Honey Bees i											
Cherry Blossom Moth Survey											
Pacific Northwest Exotic Sawfly Survey											
Viruses in Imported and Domestically Produced Ornamentals											
Crazy Ant Survey											
Duponchelia Survey											
Exotic Terrestrial Plant Pest Survey Pathway											
Pierce's disease/GWSS											
Puerto Rico Fruit Flies											
Wyoming Pest Surverys											
Firewood Survey						\$	10,000 1				
Invasive Species Survey -CNMI						\$	20,000 1				
Old World Bollworm Survey						\$	389,252 1				
Coffee Pests Survey								\$	200,000 2		
Light Brown Apple Moth Delimitation Survey								\$	65,000 1		
Weed Surveys on the Colville Reservation								\$	15,000 1		
Public Gardens Survey										\$	108,557 1
Potato Survey for Dickeya solani and Potato Cyst Nematode										\$	20,000 1
Ralstonia solanacearum Delimiting and Monitoring Survey										\$	30,100 1
Spotted Lanternfly Pathway Survey										\$	12,000 1
Survey of Susceptible Crops for Exotic Phytoplasmas										\$	35,177 1
Vegetable Crops Pest Survey										\$	10,838 1
Totals	\$	10,265,042	87	\$	8,893,570 45	\$	7,027,328 81	\$	5,647,566 86	\$	5,243,455 82
Other G1S Projects	FY13			FY14		FY15		FY16		FY17	
Intergrated Plant Health Information System (IPHIS)	\$	2,020,000	1	\$	2,600,000 1	\$	2,530,000 1				
IPHIS Survey Supply Module											
Survey Supply	\$	175,750	1	\$	377,500 1	\$	566,929 1	\$	580,000 1	\$	620,000 1
Nut Pest Survey-Supplies	\$	5,500	1								
Honey Bee National Survey Sample Analysis	\$	502,427	1	\$	270,907 1			\$	547,828 1	\$	562,627 1
Honeybee Survey, coordination											
Apiary Inspection Disease Detection Canine Training										\$	37,121 1
PCN Sample Processing	\$	11,000	1								
Stone Fruit Commodity Survey Taxonomic Support/Sequencing						\$	22,000 1				
PPV Domestic Diagnostics Support											
Mobile Application Development for Data Collection and Upload										\$	27,773 2
Screening insects for Geosmithia morbida, cause of thousand car										\$	12,000 2
CAPS Program Support				\$	757,035 1						
Totals	\$	2,714,677	5	\$	4,005,442 4	\$	3,118,929 3	\$	1,127,828 2	\$	1,259,521 7
Total Funding and Surveys/Projects for Goal 1 Survey	\$	16,397,644	159	\$	16,027,541 120	\$	15,479,773 164	\$	11,611,196 173	\$	12,064,894 194
Total Farm Bill Section 10201/10007 Funding	\$	45,124,888	397	\$	53,899,999 387	\$	53,180,000 439	\$	53,250,000 460	\$	53,187,500 485

**Plant Pest and Disease Management and Disaster Prevention Program
FY17 Projects Received/Funded**

FY17	Requested		Supporting	
Goal	Projects	Funding	Projects	Funding
1 Analysis	48	\$ 4,206,394	24	\$ 2,012,500
1 Survey	226	\$ 19,797,755	192	\$ 12,037,121
2	11	\$ 8,345,279	5	\$ 5,325,000
3	147	\$ 13,640,504	66	\$ 5,396,000
4	40	\$ 3,703,760	20	\$ 2,100,000
5	77	\$ 5,818,566	58	\$ 3,531,075
6	175	\$ 29,745,478	117	\$ 15,485,804
*7			1	\$ 500,000
**RR				\$ 6,800,000
Total	724	\$ 85,257,736	483	\$ 53,187,500

*\$500,000 administrative

**RR=available for new emergency program

\$62.5M Total Sec. 10007 → \$58,187,500 After Sequestration → \$5M NCPN

Official Confirmation Process Questions
Prepared by Terry Bourgoïn

When is something “officially confirmed” as being present in the U.S.?

Background: *Sitochroa palealis*, Carrot seed moth, was collected in a trap in a corn field on 08/29/2016 in Cape Elizabeth, Cumberland Co., Maine. The moth was incidentally caught while monitoring for European Corn Borer. The trap was baited with *Heliothis* lure with ECB pheromone. This is the first time Carrot Seed Moth has been officially confirmed in Maine. However, the Maine Forest Service reported that they had been collecting the moth for several years, and an article was published in “The Maine Entomologist” about the moth in 2013 (see attached excerpt from the article). According to the NIS confirmation e-mail message, “There are two domestic records in Pest ID, both from Pennsylvania. The first was collected on 07/15/2011 at Port Matilda, Centre Co., again in a pheromone trap for monitoring European corn borer. The second was collected on 07/22/2011 in Biglerville, Adams Co., in a white pan trap as part of a pollinator survey. However, the moth has been reported much more widely by the public. There are many pictures on BugGuide of adult moths taken in states other than Pennsylvania, as well as a map showing an extensive North American range (12 states) at the Moth Photographer’s group webpage:
http://mothphotographersgroup.msstate.edu/large_map.php?hodges=4986.1”

In addition to the information provided above, two articles about first detections of the Carrot seed moth appeared in journals in 2008 (WI, MI, IN, IL) and 2013 (PA and OH). One of the authors on both papers was Steve Passoa, one of our identifiers, and an identifier from the Systematic Entomology Lab was involved in the 2008 article). Steve actually collected samples from Ohio himself.

Questions:

- If a PPQ identifier publishes an article indicating a pest has been collected and identified from a number of states, is that sufficient for official confirmation?
- Does something more need to occur in this circumstance before such a confirmation is official?
- Do the samples have to be submitted through the NIS process in order for the IDs to be official?
- Is reporting in NAPIS a mandatory step in whether a pest is officially confirmed, or can a pest be confirmed even if it is not reported in NAPIS?
- Does each county record have to be submitted through the NIS process to be official? When is it O.K. for local diagnosticians to identify a pest they have submitted and have their identifications considered to be official?
- PPQ cooperative agreements include a requirement that new pests have to be reported in NAPIS; what about pests found outside of a survey funded by PPQ? Should they be confirmed through the NIS process before they can be reported in NAPIS?

To go along with these questions, Erin Stiers, MN SPHD, had a question concerning an item that appeared in PPQ's weekly internal report. The report is included below, and Erin's questions follow.

CPHST Identifies Insects Found in Imported Furniture

During the week of January 9, the Otis Lab provided an identification of four wood boring insect larvae collected in Arkansas from furniture imported from China. Morphological identification of the larvae was inconclusive, and the larvae were sent to the Otis Lab for molecular diagnostic identification. Based on DNA analysis, CPHST Otis identified the larvae as *Trichoferus campestris* (Velvet longhorned beetle), and concluded that the insects were genetically different from the established population in Utah, but similar to previous samples collected from imported furniture.

Questions:

- What other molecular diagnostic capabilities for insects are out there and available for both survey use, as well as when dealing with this type of AQI situation?
- Is this type of thing available for us to utilize when in situations where a morphological identification comes back inconclusive?
- Is there a list available showing what type of pests/family of pests would be eligible and/or appropriate for this type of analysis?
- Can we request a specimen be run through this procedure?

Final Question:

- Would it be possible for the official confirmation process to be covered in one of the CAPS webinars, including reporting?

Excerpt From: **New Species Finds in Maine in 2013**
by Charlene Donahue

A third new species report is of a moth whose larva was found at the MES annual meeting at Bob and Nettie Nelson's house in Clinton. Pete Darling and I were wandering down Bob's woods road looking for insects. We pulled open some drying Queen Anne's lace flower heads and found lovely fat caterpillars inside many of the heads. Pete photographed them and I later Googled "caterpillars in Queen Anne's lace" and immediately got a hit.



Sitochroa palealis larva found in Clinton, Maine.
Photo by Peter Darling.

The larvae were *Sitochroa palealis* that I then confirmed using *Caterpillars of Eastern North America: A Guide to Identification and Natural History* by Wagner. This is an introduced species first reported in 2002 in the Midwest. Later, as I was processing the catch from light traps, I started finding the adults in the catch. So far I have found adults from Mount Vernon, Hope and Crystal, Maine, and I am not done yet with the trap catches.



Sitochroa palealis adult. Photo by Charlene Donahue.

Karen Hopkins reported that she had found a *S. palealis* moth back in 2011 in Bangor, and Brian Sholtens identified it for her. So this species is now well-distributed in Maine and has been here for a while.

National CAPS Meeting

The purpose of the National Cooperative Agricultural Pest Survey (CAPS) Meeting is to bring together the national CAPS community in order to make available a forum for discussions and learning opportunities, and for APHIS to provide a national unified vision and direction for the Program. There have been many personnel changes in APHIS and for our cooperators since the last national meeting in 2010. The Program needs to rebuild the network of dedicated people in the CAPS community in order to maintain a unified vision and strategic alignment within the Program nationally. The National CAPS Meeting gives APHIS and its cooperators an opportunity to network with counterparts from other States, and participate in discussions, workshops, and other learning opportunities that will increase the knowledge, skills and abilities of the entire CAPS community. These interactions are necessary for, and will lead to, successful, shared outcomes that will enhance the early detection mission.

In recent years the Program has noticed 1) an overall diminished knowledge of the CAPS Program, especially within APHIS, due in part to retirements and new people in unfamiliar positions, but also to long standing misunderstandings, and 2) questions and confusion from cooperators on the distinction, collaboration, and interaction among various APHIS programs, e.g., CAPS and Farm Bill surveys. The National CAPS Meeting is an opportunity to get all members of the CAPS community from all 50 states and four territories back on track and on the same page regarding survey guidance, available resources, the cooperative agreement processes, and other important facets of the Program. The agenda touches on these topics and more.

The outcome of the meeting is an informed and educated CAPS community that is supported, and fully understands and is engaged in the vision, strategy, and direction of Pest Detection Program, and one in which they feel a sense of pride and ownership. The Program will obtain important comments, suggestions, ideas, and feedback from cooperators and stakeholders that will result in improved opportunities for the Program to better support the early pest detection mission, surveys, and surveyors in the field. The CAPS community will be a more informed and skilled survey community with the tools, education, and support they need, and will be networked and able to increase the quality and success of the shared early pest detection mission. The National CAPS Meeting is where this community comes together to celebrate its successes and passion, and works together for the important job ahead of safeguarding America's resources.

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Monday, December 7, 2015

Time	Topic (Process)
	Travel Day
7:00 am – 6:00 pm	Registration
2:00 – 7:00 pm	State Display Set-up
4:00 – 5:00 pm	CAPS Facilitation Meeting <i>Facilitator (PPQ, MD)</i>
5:00 – 6:00 pm	CAPS Speakers Meeting <i>Facilitator (PPQ, MD)</i>
7:30 – 8:00 pm	National CAPS Committee <i>John Bowers (PPQ, MD)</i> Purpose: Meet with the members of the NCC to review goals of the meeting and make final decisions.

Tuesday, December 8, 2015

Time	Topic (Process)
7:30 am – 12:00 noon	Registration
	Getting Started The purpose of this section is to reacquaint participants with each other and begin the process of re-building relationships that are essential to the successful outcomes of the CAPS Program.
8:00 – 9:00 am	Introductions – Welcome to the CAPS Community <i>John Bowers and Facilitator (PPQ, MD)</i> Purpose: Welcome the participants to the meeting and provide an overview of the purpose of the meeting and key points.
	Introduction / State Welcome <i>TBD</i>
	PPQ Introduction <i>TBD</i>
	Meeting Objectives, Goals, and Format <i>John Bowers (PPQ, MD)</i> Purpose: Convey what the Program will need to come out of the meeting. This will be a working meeting with the expectation of full participation by all attendees. Everyone has an equal and valid voice. The format will emphasize interaction and engagement at all times.
	Meeting Ground Rules and Other Logistical Info <i>Facilitator (PPQ, MD)</i>

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	<p>Team Building Exercise <i>Facilitator (PPQ, MD)</i> Purpose: It has been 5 years since the last time everyone in the CAPS Program met in Kansas City. We need to get to know one another again to build and maintain relationships so that we can work together as a group to tackle the road ahead.</p>
	<p>CAPS Processes and Program Measures The purpose of this section is to reacquaint participants with the processes of the CAPS Program, including new features, and to report on the performance of the program to its cooperators.</p>
9:00 – 10:00 am	<p>CAPS Processes; How Everything Fits Together from Guidelines to Survey Summary Form to Accountability Report <i>Pest Detection Management Team</i> Purpose: Provide an overview of, and connect the pieces and processes of the CAPS program in order to provide a better understanding of CAPS and where the various agenda topics fit into the Program structure.</p> <p>Pest Detection/CAPS Review –How We Got Here. <i>Pest Detection Management Team</i> Purpose: Review alignment with APHIS and PPQ Strategic Plans, past and present Program performance measures, information services, management tools, resources, and reporting capabilities.</p>
10:00 – 10:15 am	<p>Break</p>
	<p>Creating a Future The purpose of this section is to discuss the future of the CAPS Program. Possibilities will be presented followed by breakout discussions on several important topics that will influence the future direction of the Program. Report out and discussion will follow. The Program will use the outcomes of these discussions to craft the CAPS Program of the future.</p>
10:15 – 10:45 am	<p>International Standards and ISPM 6 <i>Brian Kopper (PPQ, NC) & John Crowe (PPQ MD)</i> Purpose: Inform attendees on changes to International Standards and ISPM 6; to understand how the CAPS program relates to these standards and help the CAPS community to be able to tie surveillance activities to these standards.</p>
10:45 – 11:00 am	<p>Pest Detection/CAPS Strategic Goals Discussion <i>Pest Detection Management Team</i> Purpose: Create the future of the Program. After review of the past and present, it is now time to think of the future and determine the strategic goals for the Program. What will be our mission? What course do we set? Is there a better way to run the ship? What options do we have with the course we sail? How do we move the ship to its destination? Present some concepts and possibilities to facilitate discussions.</p>
11:00 – 11:20 am	<p>Pest Surveillance and the Early Pest Detection Mission <i>John Bowers (PPQ, MD)</i> Purpose: Present a conceptual structure that encompasses the entire early pest detection mission with an eye towards efficiency, effectiveness, and international terminology. Is a paradigm shift in progress?</p>
11:20 – 11:40 am	<p>Farm Bill: Goal 1 Surveys <i>Kristian Rondeau (PPQ, CO)</i> Purpose: Implementation of Farm Bill-funded Goal 1 surveys and the inter-</p>

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	relatedness with CAPS.
11:40 am – 12:00 pm	<p style="text-align: center;">Pest Detection Support for Exports <i>Joel Bard (PPQ, AR) and SPRO TBD</i></p> <p>Purpose: Explore the role of Pest Detection and Farm Bill-funded surveys to support exports and certification needs, including data, etc.</p>
12:00 – 1:15 pm	Lunch
1:15 – 1:35 pm	<p style="text-align: center;">Economics Risk Analyses <i>Trang Vo (PPQ, MD) & Alison Neely (PPQ, NC)</i></p> <p>Purpose: Improve the ability of the Program to better understand process for developing economic risk analyses, and to incorporate these analyses into Program and cooperator planning and decision making.</p>
1:35 – 1:55 pm	<p style="text-align: center;">Risk Analyses and GIS <i>Lisa Kennaway & Gericke Cook (PPQ, CO)</i></p> <p>Purpose: Provide information on the available GIS technologies that can be incorporated into the risk analysis process and how to incorporate these analyses into Program and cooperator planning and decision making.</p>
1:55 – 2:15 pm	<p style="text-align: center;">Information Services for Pest Detection <i>TBD</i></p> <p>Purpose: Present what services and technologies are available today and how they are being used, including data collection and management, as well as virtual communications. What are the possibilities for improvement?</p>
2:15 – 2:30 pm	<p style="text-align: center;">Breakout Discussion Sessions (4)</p> <p>Purpose: Facilitated breakout discussion sessions by topic led by the presenter above that will identify thoughts, concepts, and strategic issues, points, topics, and/or goals that the Program will need to consider and/or incorporate into the Program's strategic goals, budgets, and operational plans.</p>
	Break (on the way to the breakout sessions)
2:30 – 4:00 pm	<p style="text-align: center;">1. Early Pest Detection Surveys Pest Detection/Surveillance and Farm Bill Survey Integration Purpose: Discuss the most efficient and effective way to approach the early pest detection mission across funding sources and organizational boundaries.</p>
	<p style="text-align: center;">2. Pest Detection Support for Exports Purpose: Discuss the role of Pest Detection to support export certification with negative data. Is this being done and to what degree? What are the data needs? How can surveys be accomplished in the present funding environment? Is there a new paradigm to consider?</p>
	<p style="text-align: center;">3. Economic and Risk Analyses Purpose: Discuss how these analyses can be incorporated into the Program. What are the issues and barriers? What analyses are appropriate and when? What resources will be needed?</p>
	<p style="text-align: center;">4. Information Services Purpose: Discuss what data and information services, management tools, and technologies will be needed in the future to support surveys. What resources will be needed?</p>

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4:00 – 5:00 pm	Reports from Breakout Sessions Purpose: Report out to all participants the discussions that took place in each breakout session so that all the participants will be informed on all topics. Time for discussions on specific topics, issues or points will be allowed to capture information from different perspectives.
5:00 – 5:15 pm	Wrap up: Review Tomorrow <i>Facilitator (PPQ)</i>
	Optional Meetings* Purpose: To follow up on any of the day's discussions to resolve issues or for further clarity on specific topics.

* Contact John Bowers and Melonie Torillo to request a meeting so that space arrangements can be planned in advance.

Wednesday, December 9, 2015

Time	Topic (Process)
8:00 – 8:10 am	Morning Review and Today's Plan <i>Facilitator (PPQ)</i> Purpose: To quickly review the events of the first day and provide an overview.
	All About Survey The purpose of this section of the meeting is to focus on training and learning opportunities for those in the field carrying out the Program's mission. The goal is to increase the knowledge of those in the field to be better prepared to plan and carry out early detection surveys. Concurrent with these sessions are discussions more focused on the management and administrative aspects of a survey program.
8:10 – 8:25 am	CAPS Recognition <i>Pest Detection Management Team</i> Purpose: To recognize individuals or groups for specific achievements and accomplishments resulting from work done in support of Pest Detection activities in the previous calendar year.
8:25 – 9:10 am	New Pest Prioritization Model <i>Alison Neeley (PPQ NC)</i> Purpose: Update the CAPS community on the changes to the Pest Prioritization model that resulted in a science based model, used to determine which pests will and will not be include on the CAPS Priority Pest list.
9:10 am – 12:00 pm	CAPS Fair (see pages 8 – 10) <i>All Participants</i> Purpose: To provide participants with interactive opportunities with subject matter experts one-on-one and in small-group settings to gain and increase knowledge to effectively perform Program responsibilities, and to support the mission and goals of the CAPS program.
10:00 – 10:15 am	Break
10:15 – 12:00 pm	CAPS Fair (Continued) (see pages 8 – 10)

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10:15 – 11:15 am	<p>Development of PPQ Pest Detection Budget <i>Pest Detection Management Team</i> Purpose: For PPQ only. Discuss the a proposed structure to the development of the Pest Detection budget, the manner in which hours are charged to Pest Detection activities, and reporting of those activities. Is there a better way?</p>
11:00 am – 12:00 pm	<p>National Plant Board Meeting <i>NPB BOD</i> Purpose: For NPB BOD. Reserved time for NPB BOD to meet with NPB members and discuss NPB matters and NPB's perspective on what was presented previously on the direction of the CAPS program. Is the program going in the right direction?</p>
11:15 am – 12:00 pm	<p>PPQ Management Team Meeting <i>PPQ MT</i> Purpose: For PPQ MT, EDs and AEDs attending the meeting. Reserved time to discuss PPQ matters and management's perspective on what was presented previously on the direction of the CAPS program. Is the Program going in the right direction?</p>
11:15 am – 12:00 pm	<p>PPQ SPHD Meeting <i>Joel Bard (PPQ, AR) and Terry Bourgoin (PPQ, ME)</i> Purpose: For SPHDs only. Reserved time for SPHDs to discuss their unique perspective on the direction of the CAPS program. Is the program going in the right direction?</p>
12:00 – 1:15 pm	<p>Lunch</p>
1:30 – 3:00 pm	<p>Mechanics of a Comprehensive Pest Surveillance Program - Overview of SPHD and SPRO Responsibilities <i>SPHD/SPRO TBD</i> Purpose: Facilitated panel discussion with SPHDs and SPROs on respective responsibilities to support improved SPHD-SPRO dialogue. This is an opportunity for new SPHDs and SPROs, or even those without strong relationships to spend time in discussion of their joint efforts. Regional breakouts a possibility.</p>
1:15 – 2:00 pm	<p>Cerambycidae: CAPS Target Longhorn Beetle Recognition and Some Native Look-a-likes <i>Bobby Brown, PPQ Domestic Identifier (PPQ, IN)</i> Purpose: Training on identification methods and characteristics for longhorn beetles on the CAPS pest list and similar native beetles.</p>
	<p>Identification of <i>Helicoverpa armigera</i> Adults From Trap Samples Through Genitalia Dissection <i>Julieta Brambila, PPQ Domestic Identifier (PPQ, FL)</i> Purpose: Training on the identification of <i>Helicoverpa armigera</i> in order to distinguish among closely related and look-alike species present in traps.</p>
2:15 – 3:00 pm	<p>Recognizing Target and Non-Target Moths in Trap Samples During Screening <i>Kira Metz, PPQ Domestic Identifier (PPQ, TX)</i> Purpose: Training on improved methodologies for screening of moth samples collected through CAPS surveillance activities.</p>
	<p>Plant Pathogen Sample Submission and Diagnostics <i>Craig Webb, PPQ Domestic Identifier (PPQ, KS)</i></p>

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	Purpose: Training on methodology related to collection and submission of plant pathogen samples to increase likelihood of achieving valid results in support of approved surveillance methods.
3:00 – 3:15 pm	Break
3:15 – 4:00 pm	<p style="text-align: center;">CAPS Infrastructure Funding <i>Pest Detection Management Team</i></p> <p>Purpose: For SPHDs and SPROs. Discuss the possibility of revising the current Infrastructure funding model to one based on risk and other factors.</p>
3:15 – 4:00 pm	<p>Trap and Lure Solicitation and Evaluations – Basics of the process <i>John Crowe, Survey Supply Procurement Program (PPQ MD)</i></p> <p>Purpose: Discussion on the survey supply procurement process so that all may better understand the structure and processes of the Program and the critical need it serves.</p>
	<p style="text-align: center;">CPHST CAPS Support <i>Lisa Jackson (PPQ, NC) and Melinda Sullivan (PPQ, CO)</i></p> <p>Purpose: Discuss CPHST's role and the processes of delivering products in support of the Pest Surveillance mission, and how everyone can be involved.</p>
4:15 – 5:00 pm	<p style="text-align: center;">Developing Bundled Surveys for CAPS and Farm Bill <i>NCC Representatives</i></p> <p>Purpose: Panel presentation identifying steps for development of bundled surveys, including state strategies, site selection, and use of available data.</p>
	<p style="text-align: center;">Developing Relationships with other Stakeholders and Outreach <i>Piera Siegert (SPRO, NH) and TBD</i></p> <p>Purpose: Panel discussion on identifying means to foster relationships with non-regulatory stakeholders, including Tribes, and how to maintain communication with them. Is social media the answer?</p>
5:00 – 5:15 pm	<p style="text-align: center;">Daily Wrap Up: Review Tomorrow <i>Facilitator (PPQ)</i></p>
	<p style="text-align: center;">Optional Meetings*</p> <p>Purpose: To follow up on any of the day's discussions to resolve issues or for further clarity on specific topics.</p>

* Contact John Bowers and Melonie Torillo to request a meeting so that space arrangements can be planned in advance.

Thursday, December 10, 2015

Time	Topic (Process)
8:00 – 8:15 am	<p style="text-align: center;">Morning Review and Today's Plan <i>Facilitator (PPQ)</i></p> <p>Purpose: To quickly review the events of the second day and provide an overview.</p>
	<p style="text-align: center;">Management and Administrative Aspects of Survey</p> <p>This section of the meeting presents training and learning opportunities for all participants to become more knowledgeable about the agreement and audit processes. The Program is dependent on cooperative agreements to fund cooperators to carry out the program's mission, thus these topics are extremely important for the Program's success.</p>

National Cooperative Agricultural Pest Survey (CAPS) Meeting
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8:15 – 10:00 am	<p style="text-align: center;">Cooperative Agreements Management <i>Agreements Service Center (ASC)</i></p> <p>Purpose: Provide a learning opportunity and a detailed explanation of state and federal roles and responsibilities on how to execute a cooperative agreement from submission of work plans through to final reports, including questions and discussions.</p>
10:00 – 10:15 am	Break
10:15 – 11:15 am	<p style="text-align: center;">Cooperative Agreements Audits <i>Review and Analysis Branch (RAB)</i></p> <p>Purpose: Provide a learning opportunity with a goal to better understand the audit process, including information on the tools necessary and resources available for a successful audit, including questions and discussion.</p>
11:15 – 12:00 pm	<p style="text-align: center;">Audit Experiences <i>SPHD / SPRO TBD</i></p> <p>Purpose: A panel discussion that will allow those who have recently been through the audit process to describe and discuss their experiences with meeting participants.</p>
12:00 – 1:15 pm	Lunch
1:15 – 2:00 pm	<p style="text-align: center;">Work Plans, Budgets, Agreements, and Reports <i>Pest Detection Management Team</i></p> <p>Purpose: Provide audience opportunity to provide insights and ask questions. Follow up discussion of the morning session.</p>
	<p style="text-align: center;">What Happens When We Find Something New?</p> <p>Survey guidelines and policies were communicated, work plans and agreements finalized, and surveys were conducted. A large majority of the resulting data will be negative, indicating freedom from those pests. But what happens when a new pest is detected? These sessions will explore the processes and responsibilities of the various parties, and the actions that may need to occur.</p>
2:00 – 3:00 pm	<p style="text-align: center;">Evaluating & Responding to a New Pest Detection <i>PPQ Pest Emergency & Response Team</i></p> <p>Purpose: Identifying process for reporting, coordinating, and communicating activities related to new pest finds.</p>
3:00 – 3:30 pm	Break
3:30 – 4:30 pm	<p style="text-align: center;">Spotted lanternfly – Case Study in Cooperation <i>Dana Rhodes (SPRO, PA) and Coanne O'Hern (SPHD, PA)</i></p> <p>Purpose: Inform on process for handling a new pest finds, coordination between agencies, and cooperative efforts to define an infestation.</p>
4:30 – 5:00 pm	<p style="text-align: center;">Final Program Discussions <i>Pest Detection Management Team</i></p> <p>Purpose: To review the goals and objectives of the meeting, how they were met, discuss any lingering questions or issues that may arise during the course of the meeting, and discuss the plan forward for the program.</p>

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5:00 – 5:15 pm	Meeting Summary and Closing <i>John Bowers and Facilitator (PPQ)</i>
	Optional Meetings* Purpose: To follow up on any of the day's discussions to resolve issues or for further clarity on specific topics.
	Travel home

* Contact John Bowers and Melonie Torillo to request a meeting so that space arrangements can be planned in advance.

Friday, December 11, 2015

Time	Topic (Process)
Morning Only	Optional Meetings* Purpose: A morning meeting only for specific groups and/or topics. Travel home in the afternoon; No additional night stay.

* Contact John Bowers and Melonie Torillo by November 1 to request a meeting so that space arrangements can be planned in advance.

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CAPS Fair Topics and Participants

- Proper Lepidoptera Trap Sample Preparation for Maintaining Sample Quality
Julieta Brambila, PPQ Domestic Identifier, Gainesville, FL
- Using Portable Computer Based Microscopes for Trap Screening, Internet Training, and Collaboration
Amy Roda, Entomologist, USDA, APHIS, PPQ S&T CPHST Miami Laboratory
- Screening and Identification Websites, Digital Documents, and Mobile Applications to Support Plant Protection
Terrence Walters, Identification Technology Program (ITP) Coordinator, PPQ Ft. Collins Laboratory
- Ways the PPQ Plant Pathologist
How the Domestic Identifier Laboratory supports CAPS
Craig Webb, PPQ Domestic Identifier/Plant Pathology, Kansas State University
- Bark Beetles and Other Woodborers
Bobby Brown, PPQ Domestic Identifier, Purdue University, and
Jim LaBonte, Taxonomic Entomologist, Oregon Department of Agriculture
- EDRR Videos – Site Selection, Trap Set Up, Changing Lures, Sample Collection, etc.
Jim LaBonte, Taxonomic Entomologist, Oregon Department of Agriculture
- Lepidoptera Adult Surveys
Kira Metz, PPQ Domestic Identifier, Texas A&M University,
Richard Brown, Professor of Entomology, Mississippi State University, and
Eric LaGasa, Taxonomic Entomologist, Washington State Department of Agriculture
- Molecular Confirmation of New Pest Detections
TBD, CPHST Beltsville Laboratory/CPHST Mission Laboratory
- Development of Survey Methodology
TBD, CPHST Otis Laboratory
- Survey Supply Procurement Program
John Crowe, PPQ National Program Manager, Riverdale, MD

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- Cooperative Agricultural Pest Survey (CAPS) Information Services (2 tables)
 1. Navigating the CAPS Resource & Collaboration website
 2. Data Entry and Reporting from the National Agricultural Pest Information System (NAPIS)
Susan Schechter, et al., CERIS, Purdue University
- State Data Collection Technologies - demonstrations
Various States – NC, OR...
- CPHST CAPS Support (2 tables)
Lisa Jackson, Melinda Sullivan, and Dan Mackesy, PPQ Ft. Collins Laboratory
 - 1) How a pest becomes a CAPS Priority Pest: AHP (or what it will soon be)
 - 2) Approved methods:
 - What they are
 - How we come up with them
 - How you can suggest one
 - 3) The Expanded Commodity Matrix (or whatever we end up calling it). The full expanded matrix will be ready for the 2017 Guidelines. We can begin introducing the concept here (that states can use it to bundle pests).
 - 4) Process for creating a pest list for new commodity manuals:
 - Champion
 - State buy-in
 - Pre and post-assessment
- CAPS Geospatial Support
Lisa Kennaway and Gericke Cook, PPQ Applied Geospatial Technology Program, Ft. Collins Laboratory
- New Pest Prioritization Model
Alison Neeley, PPQ NC
- New Pest Advisory Group (NPAG)
Tara Holtz, PPQ NC
- Information Tools Available to the CAPS community through The Center for Invasive Species & Ecosystem Health and The Bugwood Network
Keith Douce, Center for Invasive Species & Ecosystem Health, University of Georgia

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- A Guide for Staff and Volunteer Training - Visual Surveys for Asian Longhorned Beetle
Mark Hitchcox, PPQ OR & Avi Eitam, PPQ OH
- Outreach and Social Media – how it is used, successes & failures
TBD
- All Things CAPS
Pest Detection Management Team
- All Things Farm Bill
Farm Bill Management Team
- Pest ID/Photo Contest
PSS/SSC ??? (need prize)
- Question / Suggestion Box
- State Displays
- Plant Protection & Quarantine
PPQ Management Team
- National Plant Board
NPB Board of Directors

Communication Plan for Survey Supply Procurement Program

Overview

The Survey Supply Procurement Program (SSPP) observed the need to create a formal communication plan to ensure timely delivery of accurate information to PPQ and its stakeholders. In 2016, the SSPP received a request from the National Plant Board and other customers for timely communication regarding:

- 1) Delays in product delivery,
- 2) Quality issues with products, and
- 3) Changes to products.

By creating this communication plan, the SSPP will be able to address each of these concerns and ensure that messages are delivered on time to the appropriate audiences, and that mechanisms are in place for feedback. The purpose of this plan is to capture who is responsible for specific triggers in communication and how information is communicated to SSPP's customer base. This primary plan covers Pest Detection. Other programs will be covered by additional documents or appendices in the future.

Goals/Objectives

The Survey Supply Procurement Program developed this communication plan with the following goals and objectives in mind:

- To share information in a timely manner.
- To provide excellent customer service.
- To allow appropriate time for PPQ staff to make any changes to survey planning.
- To provide instructions for a change in operations (how to use new product, how to report data, etc.).
- To provide periodic updates for outstanding issues until they are resolved.
- To create opportunities for customer feedback.

Survey Supply Procurement Program Representatives

The SSPP Cross Functional Working Group (CFWG) is responsible for coordinating decision-making related to survey supplies for PPQ pest detection activities and specific pest programs. SSPP CFWG responsibilities include: 1) procuring products, 2) managing product inventory, 3) ensuring quality of products, and 4) delivering products. For specific pest programs, sub-groups are formed to support specific program decisions. Some of these groups are permanently formed, like Exotic Fruit Flies, Emerald Ash Borer and Gypsy Moth, while others are transient and formed as needed to support emergency pest programs. The National Survey Supply Coordinator's role is to coordinate these various groups and ensure that the SSPP Cross Functional Working Group is aware of any problems facing the program subgroups. Often these subgroups will communicate directly with the applicable program offices independently of the SSPP CFWG.

Traps and lures are often used in multiple programs. For example, gypsy moth string lures are used in both the Pest Detection and Gypsy Moth programs. Alternatively, lures may only be used in a single program. Regardless, the National Survey Supply

Communication Plan for Survey Supply Procurement Program

Coordinator is uniquely positioned to act as the central contact point for initiating communications. It is the responsibility of the National Survey Supply Coordinator to centralize information and ensure all CFWG members are informed of issues. Similarly, other CFWG members are responsible for ensuring that issues they are aware of are brought to the attention of the entire CFWG. For example, the National Operations Manager (NOM) for Pest Detection reviews all work plans for the Cooperative Agricultural Pest Survey Program (CAPS). If there is a significant change in funding, survey size, or survey scope, it would be the NOM's responsibility to report back to the CFWG. The Science and Technology representative manages the approved traps and lures for all CAPS National Priority Pests. If a new product is needed, the S&T representative is responsible for bringing these changes to the attention of the CFWG. In addition, the S&T representative manages the arthropod pest list for the CAPS program and will alert the group when new pests are added or removed.

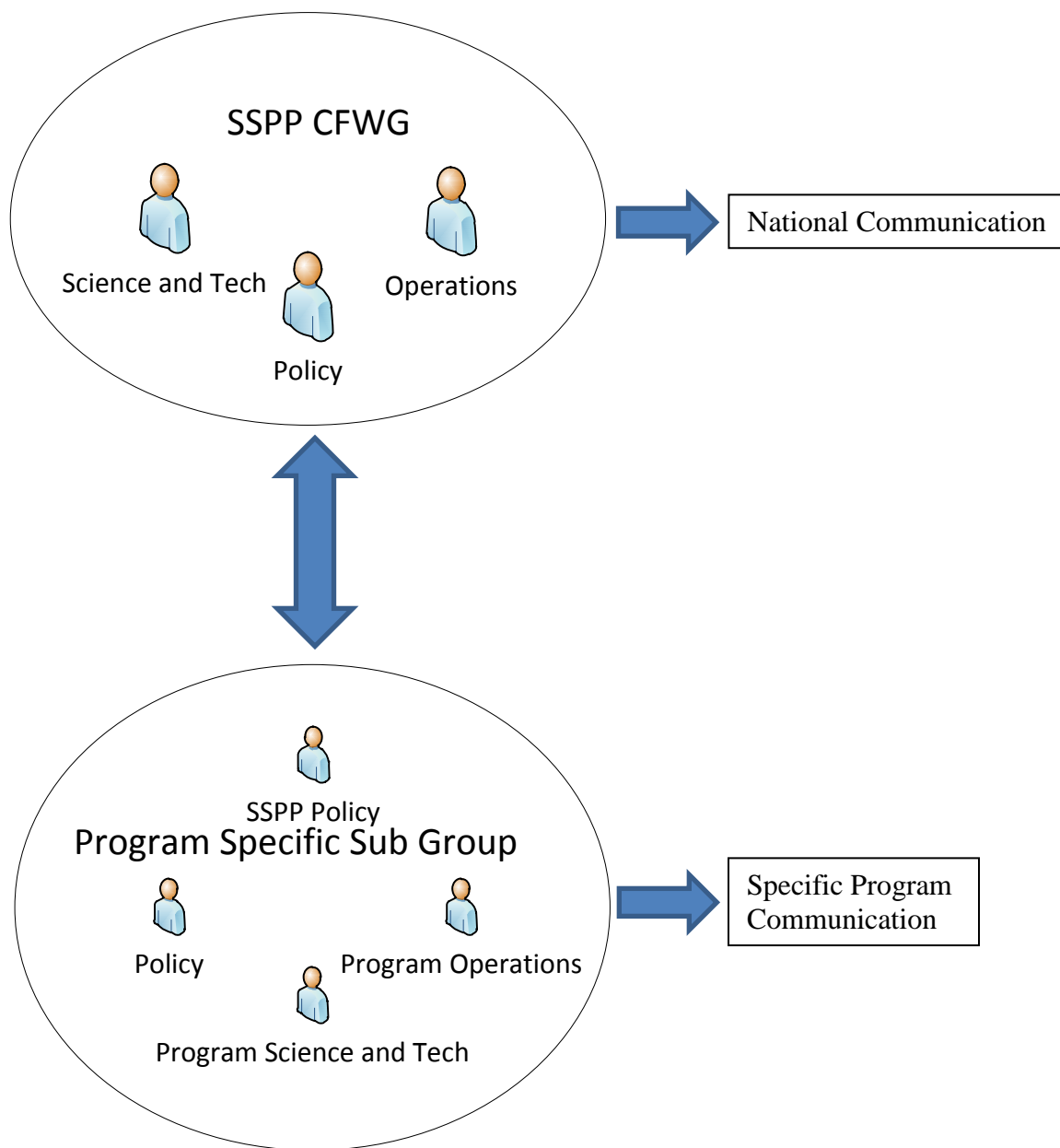
The Survey Supply Procurement Program Cross Functional Working Group:

- Policy Management: National Survey Supply Coordinator (John Crowe)
- Field Operations: National Operations Manager(s) for Survey Supplies (Lisa Jackson)
- Science and Technology (S&T): S&T Representative for Survey Supplies (Lisa Jackson, Heather Moylett)

For the additional SSPP subgroups, the National Survey Supply Coordinator acts as lead to reach out to the Policy Management, Field Operations, and Science and Technology representatives (Figure 1).

Communication Plan for Survey Supply Procurement Program

Figure 1. SSPP CFWG and SSPP Sub-groups Workflow



Communication Plan for Survey Supply Procurement Program

Types of Communication

- 1) Internal Communication: for communication within the SSPP and the representatives of other SSPP subgroups;
- 2) External Communication: to PPQ and State field staff and other members of PPQ;
- 3) Customer Feedback: for questions and feedback from PPQ and State customers.

Examples of Internal Communication:

- 1) Request to offer a new product
- 2) Development of a Statement of Work for a new product
- 3) Status on availability of product
- 4) Changes to a product

Examples of External Communication:

- 1) Changes to an existing product
- 2) Delays in receiving/shipping a product which could impact field operations
- 3) Instructions for using a new product
- 4) Quality issues identified

Customer Feedback:

In order to promptly address feedback, this plan identifies key contacts for specific concerns and questions that may arise. See Table 4: Contacts for Customer Feedback for details. SSPP customers include PPQ programs and State Cooperators.

Target Audience

Table 1a denotes the standard audience for all communications regarding Pest Detection survey supplies. Table 1b denotes an audience for issues of concern to the larger PPQ community. Table 1b will be used on an as-needed basis depending on the nature of the communication.

Table 1a. Pest Detection Audience and Contact Information

Group	Contact Information
State Plant Health Directors (SPHDs)	APHIS-PPQ Ops SPHD ALL <ppqopssphdall@aphis.usda.gov>
Pest Survey Specialists (PSSs)	APHIS-PPQ Ops PSS <ppqpss@aphis.usda.gov>
State Plant Regulatory Officials (SPROs)	caps-spro@ceris.purdue.edu
State Survey Coordinators (SSCs)	caps-ssc@ceris.purdue.edu

Communication Plan for Survey Supply Procurement Program

Table 1b. Audience for Larger PPQ Community

Group	Contact Information
Field Operations National Operations Managers (NOMs)	APHIS-PPQ Ops National Operations Managers (NOM) <ppq.ops.national.operations.managers@aphis.usda.gov>
National Policy Managers	APHIS-PPQ PHP PDEP <ppq.php.pdep@aphis.usda.gov>; APHIS-PPQ PHP PM <ppqphppm@aphis.usda.gov>

Method/Media

Primary communication method

- 1) Email to Survey Supply Procurement Program list serve (SPHDs, PSSs, SPROs, and SSCs).
- 2) All three calls listed in Table 2.

Table 2. Primary Conference Calls for Pest Detection

Name of Call	Participants	Frequency	Spokesperson
1. Pest Survey Specialists Call	All Pest Survey Specials, NOM for Survey Supplies, National Survey Supply Coordinator, S&T Survey Supplies Representative	Monthly	National Survey Supply Coordinator
2. National CAPS Committee Call	National CAPS Committee, National Survey Supply Coordinator	Monthly	National Survey Supply Coordinator
3. State Survey Coordinators Call	TBD	TBD	TBD

Additional communication methods

The NOM for Survey Supplies and Field Operations leadership, the Associate Executive Director and Director responsible for SSPP, will decide which venues are appropriate based on the nature of the message. National Plant Board (NPB) calls will be coordinated through the NPB Liaison (ADA Paula Henstridge).

Communication Plan for Survey Supply Procurement Program

Table 3. Additional Conference Calls for Pest Detection

Name of Call	Participants	Frequency	Spokesperson
1. Field Operations Associate Executive Directors (AED) Call	All Field Ops AEDs	Weekly	AED for Survey Supplies
2. AED/SPHD Call	Separate calls between each AED and the SPHDs in their district.	Twice per month	Each AED or NOM for Survey Supplies
4. National Field Ops calls	AEDs, Directors, SPHDs, National Operations Managers	As needed	National Survey Supply Coordinator or NOM for Survey Supplies
5. National Plant Board Call	Not sure who participates	?	?

Key points of each message

- Identify the issue.
- Identify the reason that the issue occurred to the extent possible.
- List out implications/steps to take for field user.
- Explain how the problem has been corrected to prevent the issue in the future.
- Photos (if relevant).
- Identify how feedback will be received and contact persons.

Consultation Process

Prior to distribution, the draft message will be shared with the appropriate leadership for vetting:

- Policy Management: National Survey Coordinator (John Bowers)
- Policy Management: Director of Pest Detection and Emergency Programs (Valerie DeFeo)
- Field Operations: Associate Executive Director for Pest Detection (Calvin Shuler)
- Field Operations: Director for Pest Detection (Billy Newton)

For additional communication with the National Plant Board (NPB), Policy Management or Field Operations leadership (see above) will consult with the NPB Liaison (Paula Henstridge).

Customer Feedback Process

The Survey Supply Procurement Program is committed to providing a mechanism for customer feedback. Table 4 lists the types of issues and notes the appropriate contact person(s).

Communication Plan for Survey Supply Procurement Program

Table 4: Contacts for Customer Feedback

Issue	Contact Person	Contact Information
Quality issue with product	SSPP CFWG	SSPP@aphis.usda.gov
Technical issue (examples: length of effectiveness of lure, how to hang lure on trap, how to assemble trap, etc.)	SSPP CFWG	SSPP@aphis.usda.gov
Delivery issue	SSPP CFWG	SSPP@aphis.usda.gov
New product requests (example: a different trap to be used for existing target)	S&T Representative for Survey Supplies	Lisa.D.Jackson@aphis.usda.gov, Heather.Moylett@aphis.usda.gov
General comment on SSPP program	SSPP	SSPP@aphis.usda.gov

Record of Communication

The Cross Functional Working Group for Survey Supplies will maintain an archive on an approved site (e.g., CAPS Resource and Collaboration Site) where the SSPP community can refer to messages that have been sent. The CFWG will maintain an internal tracking system to document when messages were sent, the nature of the message, the medium used for communication, the recipients, etc. See Table 5 for an example of this tracking process.

Communication Plan for Survey Supply Procurement Program

Table 5: Example – Record of Communication

Date of Communication	Topic	Key Points of Message	Material	Method/Media	Recipients	Responsible Party	Status
November 29, 2016	<i>Megaplatypus mutatus</i> lure issue	1) Missing lure components 2) Information on data reporting 3) How problem has been resolved	Word document with images and email message (link to document, pdf of email)	Email from SSP mailbox	Survey Supply Program list serve (SPHDs, PSSs, SPROs, and SSCs).	John Crowe, Avi Eitam, Lisa Jackson	Completed
November 10, 2016	<i>Megaplatypus mutatus</i> lure issue	1) Missing lure components 2) Information on data reporting 3) How problem has been resolved	Word document with images and email message	PSS Call	All PSSs	Avi Eitam, Lisa Jackson	Completed
November 2016	<i>Megaplatypus mutatus</i> lure issue	1) Missing lure components 2) Information on data reporting 3) How problem has been resolved	Word document with images and email message	National Field Ops Call	AEDs, Directors, SPHDs, National Operations Managers	John Crowe, Avi Eitam	Completed
December 2016	General Update	1) Survey Supply Ordering System -Changes in IPHIS Shipping Email Update My Orders Screen 2) Communications Plan 3) Megaplatypus lure communication 4) Shipping/Moore Update -New Freezer status 5) Otis/Moore lure update 6) Training in Survey Supply 7) Current plan Quality Control -GM string lure update	Verbal description and Notes follow up	SSC Call	Central Plant Board SSC	John Crowe	Completed

Communication Plan for Survey Supply Procurement Program

Date of Communication	Topic	Key Points of Message	Material	Method/Media	Recipients	Responsible Party	Status
January 18, 2017	General Update	1) Survey Supply Ordering System -Changes in IPHIS Shipping Email Update My Orders Screen 2) Communications Plan 3) Megaplatypus lure communication 4) Shipping/Moore Update -New Freezer status 5) Otis/Moore lure update 6) Training in Survey Supply 7) Current plan Quality Control -GM string lure update	Verbal description and Notes follow up	PSS Call	PSSs	Avi Eitam	Pending Notes
January 26, 2017	General Update	1) Survey Supply Ordering System -Changes in IPHIS Shipping Email Update My Orders Screen 2) Communications Plan 3) Megaplatypus lure communication 4) Shipping/Moore Update -New Freezer status 5) Otis/Moore lure update 6) Training in Survey Supply 7) Current plan Quality Control -GM string lure update	Verbal and Notes Follow up	SSC Call	Eastern Plant Board SSC	John Crowe	Pending

**2017 NCC Meeting
McAllen, Texas**

Name	Office	Cell	Email
John Bowers	301-851-2087	202-731-3325	john.bowers@aphis.usda.gov
Avi Eitam	614-322-4706	614-205-5465	avraham.eitam@aphis.usda.gov
Lisa Jackson	919-855-7549	940-390-1439	lisa.d.jackson@aphis.usda.gov
Rick Zink	970-490-4472	970-214-5322	richard.t.zink@aphis.usda.gov
Mike Tadler	301-851-2215	240-215-5112	michael.a.tadler@aphis.usda.gov
Feridoon Mehdizadegan	919-855-7521	919-224-9881	feridoon.mehdizadegan@aphis.usda.gov
Terry Bourgoin	207-848-0001	207-239-0498	terry.l.bourgoin@aphis.usda.gov
Greg Rentschler	847-699-2417	847-924-5818	greg.j.rentschler@aphis.usda.gov
Piera Siegert	603-271-2561	603-534-0043	piera.siegert@agr.state.nh.us
Tyson Emery	352-395-4709	352-258-0816	tyson.emery@freshfromflorida.com
Megan Abraham	317-232-4189	317-605-9468	mabraham@dnr.in.gov
Brad Lewis	575-646-3207		blewis@nmda.nmsu.edu
Darrell Bays	919-855-7607	919-455-8784	darrell.a.bays@aphis.usda.gov
Tiffany Mauro	609-259-5249	862-849-8620	tiffany.r.mauro@aphis.usda.gov
Emilie Inoue	802-505-0217	802-505-0217	emilie.inoue@vermont.gov
Sherry Aultman	864-646-2128	864-710-3895	saltmn@clermont.edu
Dale Anderson	605-773-6389	605-280-3857	dale.anderson@state.sd.us
Ian Foley	406-444-9454	406-438-6172	ifoley@mt.gov
Dan Mackesy	970-490-4494	720-737-3162	daniel.z.mackesy@aphis.usda.gov
Heather Moylett	919-855-7428	336-392-4564	heather.moylett@aphis.usda.gov
John Crowe	301-851-2108	301-461-6869	john.f.crowe@aphis.usda.gov
Steve Bullington	301-851-2153	301-832-5181	stephen.w.bullington@aphis.usda.gov
Cindy Music	765-496-2381	765-426-3590	clmusic@purdue.edu
David McClure	765-496-8277	765-464-9099	mcclure@purdue.edu