2017

National Cooperative Agricultural Pest Survey Program

Minutes of the National CAPS Committee (NCC) Annual Meeting

Kika de la Garza Federal Building

McAllen, Texas

February 7 - 9, 2017

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

Contents

Participants

John Bowers	Greg Rentschler	Emilie Inoue	Cindy Music
Avi Eitam	Piera Siergert	Sherry Aultman	David McClure
Lisa Jackson	Tyson Emery	Dale Anderson	Feridoon Mehdizadegan
Rick Zink	Megan Abraham	Ian Foley	Steve Bullington
Mike Tadle	Tiffany Mauro	Heather Moylett	Russ Bulluck
Terry Bourgoin	Darrell Bays	Dan Mackesy	John Crowe*

*John Crowe attended Thursday only.

Welcome, NCC Introductions
John Bowers welcomed the National CAPS Committee to the meeting. All members and guests introduced themselves and explained their role in the committee.

State Overview
John and Avi gave a brief overview the PPQ operations in Texas, focusing on aspects specific to the CAPS program. The Survey Supply warehouse, a CPHST molecular lab, and sterile fruit fly rearing facility are located on Moore Air Base just outside of Mission, TX. PPQ offices and a fruit fly lab are located in the Federal Building where the meeting took place. The component of the APHIS Fruit Fly Exclusion and Detection Program located in Texas responds to incursions from the south, which includes the Mexican fruit fly (*Anastrepha ludens*).

Meeting Overview
John discussed why we are here and highlighted a few discussion topics, including planning the National CAPS meeting. We need consensus about where we are as a program and where we are

going. A booklet of supplemental information was printed for meeting attendees to refer to during the meeting. It can be found on the CAPS R&C site as NCC Meeting Documents-booklet.

NCC Bylaws review
The NCC Bylaws were reviewed. The Bylaws govern how the NCC operates and have remained consistent in recent years. Ian Foley observed that, since Yolisa Ishibashi stepped down, the eastern U.S. has greater representation on the NCC. John explained that the western U.S. representation is currently covered by the Plant Board representatives on the NCC. There were no objections to the bylaws, and the overall consensus was that they are good.

Representation and Terms
The 2017 NCC Term Limits and Rotations were reviewed. Terry, Piera, and Brad are in the final year of their second 3-year terms in 2017. Dale is in the final year of his first 3-year term in 2017.

PPQ Field Operations Realignment
Avi reviewed the recent realignment in Field Operations. Field Ops is now divided into six districts. Each district is comprised of a group of states and is assigned an Associate Executive Director (AED) and Director. An additional AED covers IT. Each AED also covers several program areas. The AED for Pest Detection is Calvin Shuler, and the Director is Billy Newton. The goal is to reduce the employee to supervisor ratio, improving efficiency and reducing redundancy. The new structure is primarily administrative, but National Operations Managers (NOMs) assigned to a district still have national responsibilities. The NOMs are supervised by a Director a based on their program area.

PPQ Field Operations Organizational Chart
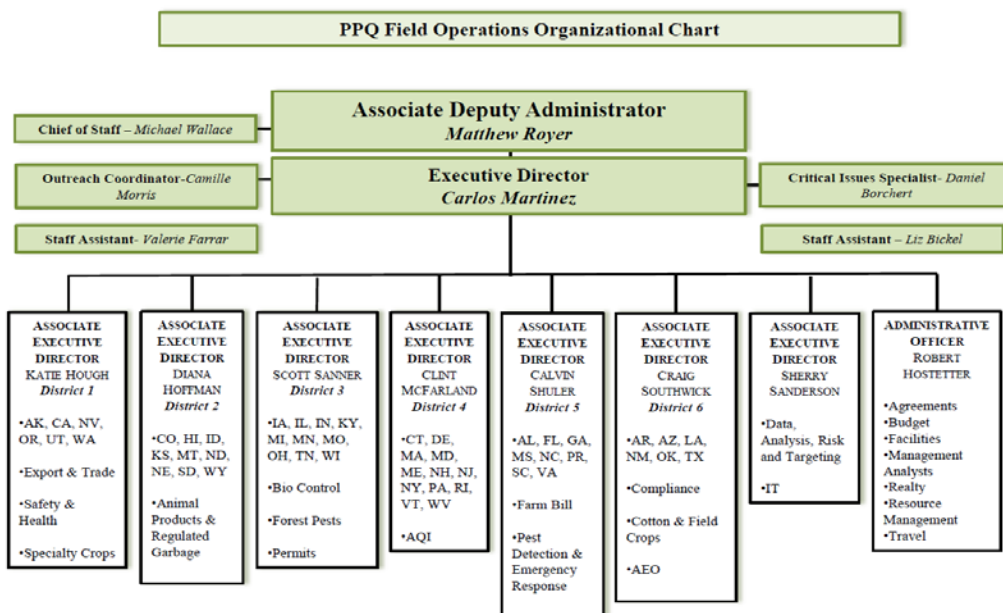
The NOMs that work most closely with CAPS are Lisa Jackson (NOM, Pest Detection) and Feridoon Mehdizadegan (NOM, Farm Bill). However, the SPHD office should be the first point of contact for state cooperators.

CAPS Processes

John reviewed the [CAPS processes](#) flow chart and emphasized the importance of the [Survey Summary Form (Survey Summary Form)](#) (link requires login). The data captured in the Survey Summary Form informs every step of the process, making it essential that the form be kept up to date. The CERIS team at Purdue recently created a Change Request Process to facilitate these updates (explained in greater detail during the [Purdue Update](#)). At the start of the season, the Survey Summary Form should match your work plan. If changes are made throughout the season, the Survey Summary Form should be updated using the Change Request Process. At the end of the season, the Survey Summary Form should match your Accomplishment Report. SPHDs should use the [Accountability Report](#) (link requires login) to verify work plans. The Accountability report matches Survey Summary Form information with data entry in NAPIS.

In the past, reporting was inconsistent due differences in the CAPS and Farm Bill (Farm Bill) agreements calendars. Additionally, some agreements have different start dates (e.g., Guam, HI, and CA have CAPS agreements that begin July 1). Surveys were being completed in the next calendar year. This led to inaccuracies in the Accountability Report. One solution is to place all agreements on the same schedule. This was discussed in previous NCC meetings. The agreements could run on the calendar year or start later when a budget is typically realized. This would simplify data reporting, but would likely overwhelm agreements staff. Staggering the agreements lessens the administrative burden. Budgeting and Continuing Resolutions can also create reporting inconsistencies. The solution to having an accurate Accountability Report was to require additional fields in NAPIS data entry that now point back to the year and funding source for which the data is being entered, thus tying data to an agreement. The ultimate result is that states and ADODRs now can easily check if data from a survey agreement has been entered into NAPIS as required in the agreement. If not, then corrective action needs to be taken.

Data should be entered within 90 days of the end of the agreement, which is in line with when the Accomplishment Report is due, and fulfils the requirements of the agreement. Most states enter their data consistently. In order to get 100% compliance, we need to understand why some states do not manage to enter their data promptly and how best to address it. Those that do not enter their data need to be held accountable. Withholding funds is politically undesirable, but may be necessary.

Issues identified during the discussion:

1. Not all PPQ Pest Detection-funded survey data is entered through the Survey Summary Form, and now that Field Operations has been reorganized, we need to revisit how best to approach this issue.
2. Are all the SPHDs using the Accountability Report? There are many new SPHDs that may not be aware of the Accountability Report and are not using it. Who holds the SPHDs accountable? Is this the role of the Pest Detection NOM or the supervising AED?
3. It is not clearly communicated to the states how or if the data is used.
4. Misconception in some states that there is not a formal deadline, but that all data must be entered before the National Plant Board meeting. This is not a correct statement, see above.
5. NAPIS is fully owned and operated by Purdue through a cooperative agreement. It is not part of the PPQ IT portfolio. Federal employees do not have data entry rights. SSCs are the only ones that can enter survey data into NAPIS. PPQ agrees to share their survey data with their state cooperator under the General MOU with each state. The state cooperator can then enter the data into NAPIS.

Possible solutions:

1. Purdue can create an auto-generated reminder to alert people that the deadline for data entry is approaching; they could send multiple reminders: November, December, and January.
2. Add language to the work plan describing data entry requirements and responsibilities, and the importance of the data.
3. Educate the community on why this data is important, how it is used in reporting (Osama, new pest emergencies, etc.).
4. ADODRs can withhold final payment if data is not entered.
5. Make data collection easier:
   a. ESRI collector – some national programs (e.g., gypsy moth) are using hand held units and ESRI Collector app to enter data.
   b. Avi is working on a pilot project using hand held units for EWB/BB data collected from PPQ surveys. This will be the first time capturing data for multiple species with these applications.
   c. NAPIS app – Jarrod Driscoll (NC SSC) has a Farm Bill agreement with Purdue to develop a NAPIS app that would enter data directly to NAPIS. There are some states that are interested in piloting the app.

Positive pest detections that are new to the U.S. and new to a state (in most instances) must be confirmed by PPQ National Identification Services (NIS), or approved by NIS, *before* being entered into NAPIS or published. This requirement must be consistently communicated to the CAPS community, identifiers, diagnosticians, and other cooperators. Occasionally, new records are entered into NAPIS before confirmation. New pest records may impact trade negotiations or existing agreements between the U.S. and our trading partners. Steve Bullington is the first point

of contact for new detections. He will coordinate with the national identifiers. Once confirmed, the state and USDA are notified. The new record will then go to the PPQ Pest Detection and Emergency Programs staff for evaluation and response. This group will work with the state. This is discussed in further detail under Identification Services.

Action item: Lisa and Avi will work on finalizing the pilot program for developing a mobile app for EWB/BB PPQ surveys.

Action item: Review/update the roles, responsibilities, and requirements for data reporting (Greg, Terry, and PDMT). Look at what the issues are in data reporting. Is there a bottleneck in the system? Why are some states not reporting data on time? What leverage do we have to correct this? Are some states constantly late? Are SPHDs being held accountable and by whom? Maybe states don't understand the importance of this data? Is there a misconception as to when the deadline is? It is not due at the plant board meeting. Is there an issue of data entry rights into NAPIS? Would reminders help? If so, when and how often should they be sent out?

Action item: Provide training for new employees, such as SPHDs and AEDs, that reviews the entire reporting process. Is this topic is a webinar candidate? Can we make a flowchart of the process? This came up last year.

Action item: Review language in the cooperative agreement describing: data requirements and timeline, NAPIS database, confirmation of new detections, and importance of data (what is the data used for).

2016 NCC Meeting review
John reviewed the 2016 NCC Meeting Minutes.

Action Items Review
CAPS Performance (Pg. 4): NCC should ask their constituency: What information would the CAPS community want to see; how best to present this information in the future; and how would they like to review it?
- The group agreed that the dynamic reporting site on the CAPS R&C that is in development is an ideal approach. David McClure will review different options for the layout.

Funding Allocation (Pg 5): Piera will review information for CAPS and Farm Bill EWB/BB surveys with regard to targets, sites, and funding. What increased benefits are being returned for the appearance of increased funding through Farm Bill?
- In 2016, Piera noticed that Farm Bill was funding EWB/BB surveys at about three times the amount as CAPS. Following the 2016 NCC meeting, she compared CAPS and Farm Bill funded EWBB/BB surveys using data pulled from 2014 and 2015 spending plans. There is

not enough data to conduct a robust analysis, but results indicate that the Farm Bill funding going to California was skewing the data, and if California was removed, the funding allocated through CAPS and Farm Bill are comparable.

- It is difficult to make a fair comparison of the two programs because cost of survey differs by state and additional costs included differ between CAPS and Farm Bill.
  1. CAPS funding includes infrastructure costs. Farm Bill funding cannot be used to fund permanent positions, but is used for seasonal staff. How much Farm Bill funding goes to items other than survey activity?
  2. Farm Bill indirect cost is capped at 15%. CAPS indirect cost is decided by a state agreement and may be higher.
  3. There also may be a variation as to how states are entering data, so it is difficult to measure in funding per data point. There appears to be more visits for CAPS surveys than Farm Bill surveys.
  4. To assess differences, we would need to know information about the State's surveys. (This data should be used for informational purposes only, not to dictate to states how much they should be charging for survey.
     - # of sites
     - # of visits
     - Cost/trap site: mileage rate, gas cost, man hours, distance traveled, etc.
     - Any additional costs included specific to the state
     - For some states, survey costs are much higher as they may have to travel longer distances, spend the night in a hotel, travel by plane, etc.
     - Many surveys are conducted by "piggy-backing" on other surveys. For instance, a surveyor is out placing fruit fly traps and may place their Farm Bill Orchard Survey traps out at the same time. It is hard to tease out the true cost of this survey, since the most expensive portions (employee time, gas, etc.) may be captured as part of funding for another survey.

Question from John: How many states just copy and paste survey info year after year without re-evaluating information? States should re-evaluate their surveys every year and not rely on last year's values.

Question: What do we want in the Survey Summary Forms? Do they capture more or less than we need?

Action item: Lisa: Each year, update the Survey Summary Form with new funding amounts for each state.

Question for states from Greg: How do states figure out the survey processes? When CAPS and Farm Bill surveys are approved, how do they manage them? In general, states won't apply for a

survey if they don't have the manpower. Some states add administrative costs to Farm Bill. No permanent employees are funded by Farm Bill. However, they have been funding ID labs under goal 3.

Pest Detection Funding Update (Pg. 10): John and Brian to continue to bring this issue up with PPQ management. How do we ask for more funding in the best possible way?

- Pest Detection is a line item, funded by Congress. USDA cannot lobby Congress for an increase. The current Continuing Resolution expires April 28th and may be extended through the current fiscal year (ends September 30). Late April will be the earliest we are aware of any changes to Pest Detection funding. We will continue with the current budget until told otherwise.

Pest Prioritization Model Project Update (Pg. 11): Alison is to reach out to the NCC to determine the best way to ensure that the analysts are using the most current information regarding control practices in different cropping systems. Can this be achieved through a review process of the assessments or some type of guidelines?
- OPEP planned to run Brown Marmorated Stink Bug (BMSB) through the model in 2016, but did not report back to CAPS.

Action item: Lisa and Sherry will follow up with OPEP lead.

Pest Prioritization Model Project Update (Pg. 11): What would be the best way to present the OPEP results and information to the CAPS community? We need feedback by the March NCC call. The NCC is to discuss the matter with their constituencies.
- OPEP summaries are not currently available. OPEP is partnering with PestLens and will post summaries on this system. The summaries may be behind a login, and if so, summaries will be uploaded to CAPS site.

Action item: Lisa and Heather will follow up with OPEP.

CPHST CAPS Support (Pg. 15): Lisa will remove the low-ranking pests from commodity manuals for the 2018 guidelines.
- Low-ranking pests were removed from the Pests of Economic and Environmental Importance for the 2017 guidelines. These pests will be removed from their respective manuals for the 2018 guidelines. Question: What if most of the priority pests rank low and there are not enough high priority pests remaining to constitute a survey program? This is unlikely because it will take time to analyze all priority pests, meanwhile new pests will be added as we become aware of them. By assessing existing and new pests, we ensure that our survey

efforts are focused appropriately. Pests removed from the CAPS priority pest list can still be bundled by the states as long as Priority Pests represent the majority of the survey effort. .

CPHST CAPS Support (Pg. 16): Lisa will make sure all relevant EWB/BB targets are listed in the Oak and Pine manuals so surveyors don't miss them. Also, add any oak or pine targets to the EWB/BB manual that are missing.
- Will be completed FY18.

Changes to Cooperative Agreement Submission Process (Pg. 17): The NCC needs to prepare the CAPS community for the change. Training will be needed by all, including state fiscal personnel and anyone who participates in the cooperative agreement process. Be prepared. Inform your constituencies. Who will need training? Get everyone trained?
- ezFedGrants was discussed. Everyone with access should have eAuthentication Level 2 access.
- Step by Step process for Agreements:
    1. Program Manager (ADODR) uploads work and financial plans into share point site (this most likely will not change for a few years)
    2. National Program Manager (NOM) reviews work and financial plans and submits agreement funding request to budget
    3. NPM approves work and financial plan
    4. Agreements Specialist receives notification and proceeds to create an 'opportunity' for the recipients to apply
    5. The opportunity is sent directly to the recipient with a cc to the ADODR (Agreements Specialist will request Decision Memo and/or APHIS 63 from ADODR)
    6. Recipient applies to opportunity and uploads required documents (work and financial plans, 424b, lobbying, etc.)
    7. ADODR receives notification when application by the recipient has been completed
    8. ADODR considers application
    9. ADODR accepts application
    10. Agreements Specialist reviews and approves application
    11. ADODR approves application
    12. Agreements Specialist drafts agreement and submits for signatures (Agreements Specialist will upload ADODR Duties, Decision Memo, Pre-award letters)
    13. ADODR will approve agreement and will alert Recipient to sign
    14. Recipient signs agreement and AED/ADO will receive the agreement for signature
    15. AED/ADO signs and executed agreement goes directly to Minneapolis for obligation

PLEASE NOTE: NPM/NOM currently does not have a role in ezFedGrants. Their work is done outside the system. The only roles currently in ezFedGrants are Program Managers/ADODRS, Agreements Specialist/Grants Specialists and AEDs/ADOs

Overall, the 2016 NCC action items were reviewed, and everything looks good.

Administrative Update

Due to the change and transition to the new administration, as of the meeting, all cooperative agreements (CAs) are on hold pending review from the office of the secretary. PPQ has 4000 CAs. This is a developing situation that is subject to change at any time.

Since the meeting, approval for all Farm Bill agreements has been given and they can proceed. Others are still in the review process.

Performance Measures and Metrics

John gave his annual update on CAPS Performance. These metrics also are reported out to Congress through the APHIS budget process. The terminology used is that 'Pest Detection' comprises of CAPS and PPQ surveys funded by the Pest Detection line item. 'Pest Surveillance' is used as the overall effort of Pest Detection and Farm Bill Goal 1 surveys.

In determining how many pests on the Priority Pest List are being targeted for survey in CAPS, an important correction needs to be applied. CAPS leverages Farm Bill funding for specialty crop and other surveys (Asian Defoliators, Grape, Palm, Orchard, Small Fruit/Mixed Berry, Solanaceous, Stone Fruit). These surveys generally are not offered for CAPS funding. The Priority Pests associated with these commodity surveys are, then, not available for survey through CAPS. To generate a more realistic measure of the number of Priority Pests targeted for survey via CAPS, one needs to subtract the number of pests that are Farm Bill-only from the Priority Pest List. Using this lower number of Priority Pests for calculations is a more accurate measure of CAPS performance. For instance, currently there are 158 pests on the Priority Pest List. If Farm Bill-only pests are removed, only 132 pests remain that were actually being offered for survey through CAPS. For Farm Bill surveys, the logic is the same, but vice versa.

Action item: Discuss how to improve PPQ, CAPS, and Farm Bill survey planning and submission. Can we capture which pests are found by each survey? How best to improve efficiency across pest surveillance? For example, in Maine, EWB/BB is the only federal survey, and the state does the more expansive surveys, including nursery surveys.

CAPS R&C Site Updates

CAPS Performance Measures is a new feature being developed for the CAPS site that will show CAPS, PPQ, and Farm Bill survey measures, based on the Survey Summary Form, in real time. The metrics provide a summary of the Pest Detection and Farm Bill Goal 1 Survey program by fiscal year. The numbers are automatically generated from the Survey Summary Form, which makes it very important to keep the Survey Summary Form up-to-date. A link was sent to the NCC after the meeting for their review. Comments and suggestions should be sent to John.

What do you want to see and how would you like it to be arranged? Once complete, it will be made available to the PPQ Management Team for review, and then the National Plant Board.

Action item: Review the CAPS Performance Measures and Pest Detection Metrics. How does your constituency want to see this? How else should the data be presented? Interactive metrics? Charts? Customizable by Survey or State?

In 2016, there were 33 Priority Pests with no data in NAPIS, but surveys were conducted for 20 of the 33. There also was one new U.S. record for a pest on the Priority Pest List, but no corresponding NAPIS data. Is something preventing data from being entered into NAPIS?

The records may be missing because:
- The summary presented was created before all the data was entered and Accomplishment Reports submitted.
- Some may be PPQ surveys and are not being entered into NAPIS.
- Other reasons?

Question: Are new or re-introduced pests added to the Priority Pest List? Possibly. For example, if the New Pest Advisory Group (NPAG) recommends a pest be considered for CAPS early detection survey, we will request an OPEP assessment. If the OPEP assessment results are within our threshold, the pest will be run through the CAPS post-assessment. New pest detections come through many venues, including diagnostic clinics, nursery inspectors, extension, research, and surveys for other targets.

Also, what about interceptions (eg, Chinese furniture)? Those are not counted the same way detections in field/environment are counted. We usually deal with those as regulatory incidents.

Funding
Total CAPS funding has been nearly static since 2013, and likely will not increase in the future.
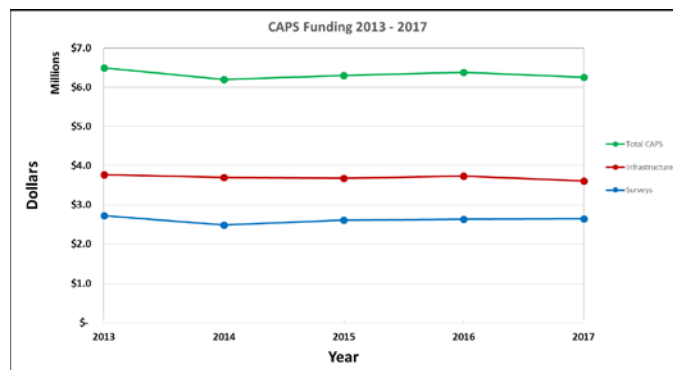
FY17, Continuing Resolutions, etc.

The current Continuing Resolution (CR) is in place until April 28. There is no new update about what happens after that. A CR could stay in place for the remainder of the fiscal year. We will know more as the end date approaches. The administration likely will announce an FY18 budget or proposal in May.

Cooperative Agreements

Agreements policy is currently in flux due to new administration. As this meeting was taking place, a memo from the administration was sent out. As of this writing, "Recurring Cooperative Agreements similar to last year may be submitted as usual. New Cooperative Agreements or Cooperative Agreements with significant changes will require submission with the monthly reports" for approval. The criteria for a "New", or, "Recurring" agreement are unclear. For example, a Farm Bill agreement may be considered new if it's not a continuation of current work. We should proceed as planned with Pest Detection agreements and funding levels until we hear otherwise. Note: The situation may or may have changed since the meeting. Contact your SPHD or ADODR for the current status of your agreements.

ezFedGrants for CAPS and Farm Bill

ezFedGrants is being used for FY17 Farm Bill agreements. It will be used for FY18 CAPS agreements. We will discuss this in greater detail when more is known and people have more experience with the system. An outline of the process appears above on Page 8.

National Pest Surveillance Guidelines

The NCC reviewed the 2017 National Pest Surveillance Guidelines. There is unlikely to be any significant changes in the 2018 guidelines. As last year, the supporting documents will be posted on the CAPS R&C site as free-standing documents on the Guidelines page and the Resources page. The Resources page will always contain the most up-to-date document, while documents on the Guidelines page will contain the guidance for that particular year.

Work Plans and Accomplishment Reports

We reviewed survey proposals and work plans, and discussed some recurring issues that came up during review. For example, survey proposals should be current and not just copied and pasted year after year. Lisa and Avi gave examples of obviously pasted proposals year after year. Some had dated survey names or pest lists. States should review their plans annually and evaluate their survey programs. In addition, ADODRs who monitor the agreement need to be the person who determines if the agreement is on track.

Several ideas for improvement in work plans were discussed. One suggestion was making work plans dynamically generated from a common template and/or the Survey Summary Form. Another idea was creating a work plan that auto-populates. State people would also like to have automated reports (John believes they should be automated by survey, not automated by pest).

Ideally, formatting for work plans and accomplishment reports should be as uniform as possible. New templates for a good work plan and accomplishment report will be helpful in this process.

Action item (Lisa): Put together a good table with a standard format that can be used in the template for work plans.

Action item (NCC): Let's figure out how to make a good automated work plan template by the time of the guidelines (4/22) and a good accomplishment report template by summer. Ask for feedback from constituency and make suggestions to John/Lisa. Maybe we can start with a pilot program with new templates in one or two states.

Terminology

Survey terminology was also reviewed. A 'combined' survey is different from 'bundled' survey. Bundled surveys refer to multiple pests in a survey (pests are bundled together), and should contain at least 51% Priority Pests in the survey. Combined surveys refers to combining multiple surveys in one work plan. A new work plan template is needed that will facilitate combining surveys into one work plan so that each survey in the work plan is clear.

Funding

Survey funding also was discussed. States are discouraged from applying for the same survey for Farm Bill and CAPS. However, some states believe they need to do this to better cover their state.

Communication

Lisa discussed work plans and communication of important information related to them. Her information (such as changes in pest lists and changes to approved methods) is not always getting through to everybody. Is there a gap in communication? Are Lisa's emails getting out and being received? After discussion, consensus was the PSSs should get the information and adjust the plans as needed.

A suggestion was made to include relevant information to the top of the Approved Methods pages (e.g., associated pests, bundle targets, etc.). Create a new header and send out a reminder for everybody to read the info.

Action item: How can we get the work plan/Survey Summary Form to have the most current pest list? Maybe route it through the SPHDs? Maybe the PSSs? What time of year is good to submit information to the states? **Maybe list those changes during guidelines?**

Action item (Dan/Heather): As a means for helping improvement of work plans, Dan and Heather will audit a few work plans per year and give an advisory for improvement.

Action item: 2018 guidelines are due to be published on Earth Day (4/22/17). Please review and provide feedback.

Farm Bill

- The FY2017 Farm Bill cycle was time of transition.
  - o Overriding priority was to release the FY2017 Farm Bill spending plan prior to Presidential inauguration and possible delays in Administration transition.
- The Farm Bill Management Team (FBMT) is entirely new: Mike Tadle (PM), Feridoon Mehdizadegan (FO), and Ron Weeks (S&T).
- Farm Bill Section 10007 authorizes $62.5 million in FY2017. After sequester, that leaves $57,762,405 that APHIS allocated to support 513 projects in 53 states, territories, and the District of Columbia in FY2017.
- Of that amount, $53.2 million supports Plant Pest and Disease Management and Disaster Prevention Programs (PPDMDPP), which helps APHIS improve its ability to rapidly response to and detect dangerous invasive species; $4.6 million supports the National Clean Plant Network under Section 10007.
- PPDMDPP received 724 project suggestions, and will fund 485 projects; approximately 67 percent.
- Goal 1 Survey allocated a total of $12,064,894 on 194 projects; that's 22.7% of total PPDMDPP Farm Bill 10007 funds and 40% of total projects.
- National Priority Surveys, which received $5,561,918 in funds for 105 projects, constitutes 46.1% of Goal 1 Survey funds and 10.5% of all Farm Bill 10007 PPDMDPP funds.
- The average funding allocation per Farm Bill suggestion is $110K for the entire PPDMDPP, $62K for Goal 1 Survey only (including survey supplies), and $53K for Priority Pests only.
- Goal 1 Survey is the largest Farm Bill Section 10007 component with 194 projects funded out of 226 suggestion proposals submitted.
- In comparison, Goal 6, the next largest component had 117 projects funded for 175 suggestions submitted and Goal 3, the third largest component, had 66 funded for 147 suggestions submitted.
- Question - If someone has a question about Farm Bill priorities or funding, who are the appropriate contacts for Goal Teams 1 and 3? Answer – the best source of all Farm Bill Goal info is the APHIS' farmbillsection10007@aphis.usda.gov mail box.
- In FY18, Farm Bill Section 10007 is authorized to provide $75 million. This $75 million authorization extends beyond FY2018 unless Farm Bill is restructured under new Congressional legislation.
- Timelines for FY18 follow FY17 timeline. The Open Period for suggestions is expected to last from mid-July into August for 6 weeks. We will strive to deliver the FY2018 spending plan in a timeframe consistent with the December 13, 2016 release of the FY2017 spending

plan. We want cooperators to have as much time as possible for planning and executing activities under cooperative agreement.

- Stakeholder notifications, via the PPQ stakeholder registry system, for help session webinars should come out at the end of June. These webinars provide details on how to submit a suggestion for consideration under the Section 10007 PPDMDPP. We currently use Metastorm as the electronic platform to receive Section 10007 project suggestions from cooperators.
- After the close of the Open Period, SPRO and SPHD are given 2 weeks to review and provide feedback on the suggestions based in their State.
- Metastorm is being phased out in the near future and the FBMT is looking for a replacement, with either ezFedGrants or Grants.gov as primary options. One issue that has to be resolved is whether or not these potential replacement system can meet the needs of the Farm Bill process, where suggestions have three possible outcomes after review: 1) no funding is offered, 2) full funding is offered, or 3) partial funding is offered. FBMT must confirm that the any replacement system has the capability to offer the 3rd option, where "partial funding is offered." We expect to know whether to go forward with a new system or continue with Metastorm in the coming weeks, with the overriding factor being to avoid any additional or unnecessary burden on Farm Bill suggestion submitters.
- Future Farm Bill review team members: Piera and Greg (both have not previously served)
  - Piera - SPHD/SPRO should be able to see Reviewer comments to see if they disagree with recommendation to fund or not.
  - The FBMT will consider options to be more forward leaning with post spending plan release communication with SPHDs/SPROs.
  - Currently, SPHDs/SPROs and suggestors can send an inquiry to APHIS' Farm Bill Section 10007 email mailbox, farmbillsection10007@aphis.usda.gov, for feedback on why a suggestion was not funded.
  - Such inquiries are routed to Goal Team leaders to respond based upon review notes. Raw notes are not shared, but a summary is provided from the Review Teams notes.
  - The FBMT will see to ensure SPHDs/SPROs are notified of this feedback process after future spending plans are released so such inquires can be made as needed.
  - There may also be a way to allow SPHDs/SPROs to view notes in Metastorm or whatever replacement system is used.

The FBMT is eager to ensure SPHDs/SPROs get feedback on unfunded suggestions, offering the opportunity for enhancing suggestions in future Farm Bill funding cycles, but would resist this becoming a mechanism for disputing the spending plan outcomes.

CAPS-Farm Bill G1 Survey Program Discussion
The entirety of the CAPS and Farm Bill Goal 1S survey programs was discussed. Consolidation of these programs would likely lead to increased efficiency.

Action item: John wants to rearrange the entire survey process. Why are there two different sources funding the same issue and the continuous guessing game for funding? Can we bundle the entire CAPS and Farm Bill processes into one single process? What are states needs and how do they manage their funding from different sources?

Action item: There still are a lot of questions that need to be answered. *Some of these are italicized in the paragraphs below.* The NCC should think this proposal through very carefully and talk with their constituents about it. Both the Pest Detection and Farm Bill Programs want to make sure that whatever changes are made benefit all our cooperators.

Logistically, how is this going to work? Mike is open to aligning the programs. Ideally, this will all be rolled out at a National CAPS Meeting and implemented for FY19.

Primary Objective
In an effort to increase efficiency, the current CAPS and Farm Bill suggestion systems would be merged into one customer interface so that requests for survey funding would be submitted together. The CAPS and Farm Bill Programs would remain separate entities behind the scenes, but would bring all Pest Surveillance approaches under one umbrella. Before presenting this proposal to the PPQ Management Team, we must develop a set of agreed upon guiding principles to ensure that everyone is on the same page and understands how decisions are made.

Benefits
CAPS funding is somewhat consistent each year, making it easier to plan for the upcoming survey season. Farm Bill funding is perceived as uncertain and states have had to develop strategies to account for it. To ensure a survey is funded, the same survey may be included in the CAPS work plans and Farm Bill suggestions, or states will stretch CAPS funding to cover other surveys, including non-priority pests, leaving gaps in national survey efforts. However, in the absence of funding, surveys are abandoned.

Combining processes should ensure that each state receives a certain minimum level of funding. This may help to reduce redundancy and stream line the survey process. From a management perspective, having two independent and very different programs attempting to achieve the same goal is inefficient. Placing the two programs under the same umbrella allows management to see the whole picture (scope) enabling them to be more prescriptive and improve or redirect priorities as necessary.

Important considerations
By creating a single interface, CAPS, as well as Farm Bill Goa1 Survey may be restructured and possibly renamed. However, CAPS has strong brand recognition, so we may not want to rename it, but redefine it.

Additionally, the potential proposal will not be for all of Goal 1 Survey, but only for those surveys that are designated National Priority Surveys as defined in the Farm Bill Implementation Plan. Other Goal 1 Survey suggestions, e.g., *P. ramorum* nursery surveys, would follow the Farm Bill submission guidance and process. Communication will be a key aspect of the changes.

<u>What would a submission look like?</u>
Each state determines their priorities for the year and then submits their surveys with target pests in order of priority. The survey priorities submission form may look similar to the survey summary form. *Are the surveys bundled into one request? How do states rank their priority surveys?*

The state agriculture departments may be responsible for working with cooperators (e.g., Tribal Governments, Universities, etc.) to coordinate survey priorities in the state. Currently, many states have State CAPS Committee meetings to coordinate CAPS surveys for the year. With a combined system, the scope will need to be broadened to Pest Surveillance, perhaps State Pest Detection or Pest Surveillance Committees. One suggestion will be submitted per state. Submitting a combined suggestion improves the likelihood of being funded, which is further strengthened by the number of cooperators included. Funds could still be dispersed to separate cooperators in a state, but the key is to submit priorities for the state. *Will cooperators take issue with being required to submit suggestions through the Pest Surveillance Committees for each state?* This requirement is specific to Pest Detection surveys only – not all PPQ-funded surveys.

<u>Funding allocation.</u>
In order to plan for surveys and retain people, states must be assured that they will receive a minimum level of funding year to year. The amount will be flexible and may change based on risk, overhead, cost of living, etc. A certain amount of Farm Bill funding dedicated to the combined effort can be fixed, a certain percentage, or negotiated annually if need be. Infrastructure likely cannot be funded with Farm Bill, so it will stay within the Pest Detection budget. *Can this be done? If there is a minimum or baseline allocation, will there also be a cap to how much funding each state can receive? How do we determine the minimum funding amount to be allocated to each state each year?*

A team (the NCC?) will review the submissions (hold a two day meeting?). One process may be that the team will review each 1st priority, 2nd priority, and so on down the line until available funding has been assigned. Funding decisions may involve risk analyses as better methodology becomes available. The PDMT will determine which funding source is most appropriate. Funds will be allocated until all money is spent. PPQ may be more prescriptive based on recognized gaps in the survey effort.

Currently, CAPS funding is distributed throughout states based somewhat on historical funding, but recently constrained to last years' funding because of budget allocations in PPQ. This has resulted in flat funding with little wiggle room from year-to-year. Through the restructure there is the opportunity to make corrections on a year-to-year basis. Risk-based allocation makes low-risk sates nervous about the health and longevity of their programs. *Can their concerns be assuaged by guaranteeing a baseline amount allocated each year?*

The combined approach with committee review should reduce the perceived competition between states for survey funding. *States might submit "pie in the sky" requests – how will this be prioritized? Will funding allocation outcomes be explained? How will surveys be weighted, e.g., corn in Indiana vs. avocado in California? How will states that don't rely on Farm Bill (e.g., few specialty crops) be impacted?* Overhead is capped at 15% for Farm Bill and varies by state for CAPS. *Can the overhead be standardized in a combined approach?*

Guidelines.
To facilitate survey planning for National Priority Surveys, we would develop Pest Surveillance Guidelines that will include/replace both the present CAPS Guidelines and those in the Farm Bill Implementation Plan for Goal 1 Survey.
Timeline.
The plan would be to have the Pest Surveillance Guidelines be released in April. The states will use the guidelines and develop their prioritized surveys submitted in August (in as yet to be determined format). In September, the review team will hold a two day meeting to review the state's submissions. The PDMT will develop the spending plans for Farm Bill and CAPS internally. *When will funding be announced and allocated? How do PPQ surveys and AQI funds fit into the timeline – are they included in states priorities or do they run parallel?*

The Stakeholder Registry can be used to expand our reach outside of the CAPS community. It will be challenging to account for the nuances for each state without discussion and this will be an iterative process to establish a working program.

Action item: David McClure will draft a survey priorities submission form using the Survey Summary Form as a guide.

Action item: Develop a draft of Pest Surveillance Guidelines for the states. Who? When? (John, Lisa).

Future action item: Let's do a paper exercise. For the states represented at the NCC, what would be your survey list (with target pests) in priority order, and how much would it cost to do the survey? Don't worry about funding source.

CPHST CAPS Support

Rick reviewed the staffing changes for CPHST. Melinda Sullivan, Lisa Jackson, and Gericke Cook all took new jobs in APHIS and are no longer with CPHST. Lisa is the new NOM for Pest Detection. The CPHST CAPS Support Team is developing a tentative plan for the next 6 months. It is uncertain how the hiring freeze will impact the ability to backfill these vacant positions. TDYs or temporary promotions may be created to bridge the gap. Rick is communicating our needs to the PPQ Management Team. In the meantime, we are prioritizing the work that must be done so that support is maximized in this lean time.

It is important that the needs of the CAPS community are captured and presented to justify the need for the positions. In addition to the subject matter expert responsibilities of these positions, it must be conveyed that these positions are almost like National Operations Manager positions within S&T, and that there are very much coordinator roles. The CAPS support scientists work closely with other S&T labs, including the Plant Epidemiology and Risk Analysis Laboratory (PERAL), Beltsville, Otis, and Ft. Collins labs, as well as the Survey Supply Procurement Program. Russ Bulluck and the Pest Detection Management Team will meet to develop a strategy and description.

Russ conveyed that S&T has 38 positions they need to fill. Russ believes that CAPS is mission critical and has placed the CAPS support positions at the top of his list. His list will be compared to other lists. Russ will carry the needs of NCC back to the PPQ MT.

Action item: To the NCC, what are your documented needs from the CPHST CAPS Support Team? We need to understand how to meet the needs.

Action item (Lisa, Rick, Russ, John): Collaborate and document the roles of the CAPS support team. Be sure that the coordination aspect of the role is known. Make sure it does not get misconstrued as roles that can be doled out to others.

Completed: The major duties and responsibilities of Lisa's and Melinda's previous positions have been entered as work requests into S&T's project tracking system SalesForce.

Pest Prioritization Process

Lisa gave a presentation (CPHST Updates) on the CAPS Pest Assessment Process, Objective Prioritization of Exotic Pests (OPEP model), and updates to survey manuals. Pests are submitted to CAPS from various sources (CAPS community, CPHST, New Pest Advisory Group, etc.). Any pests of concern to the states can be submitted directly to Heather or Dan for review. Heather is responsible for arthropods and mollusks and Dan is responsible for plant pathogens and weeds.

Figure 1. Flowchart of Pest Prioritization Process
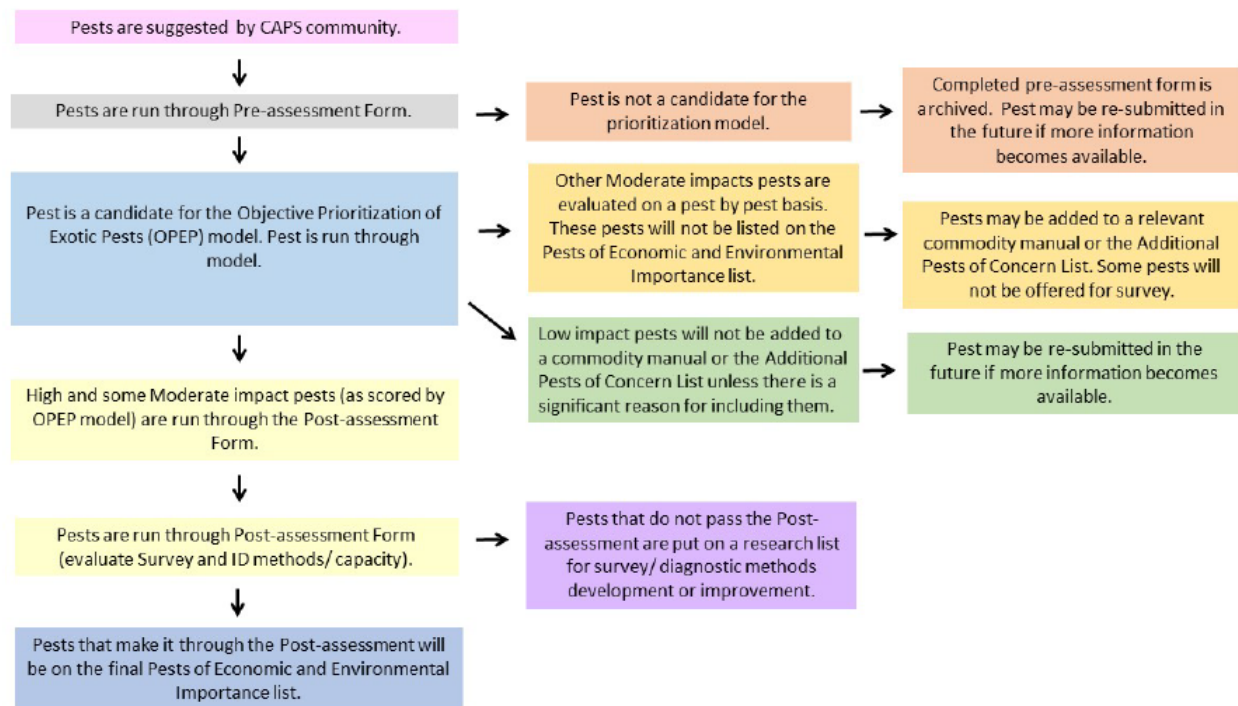
The OPEP model is PPQ's go to prioritization model and is utilized by many projects. It is supported by statistical analysis and each pest is run independently of one another. Pests within a category are not ranked against one another. Risk evaluation is informed by the pest's potential impact and is independent from the value of the host. It takes about a week to run a pest through the model.

The FY17 OPEP results are hosted on the CAPS site. This is raw output from the model and should not be used to inform survey priorities. CPHST must still perform the Post-assessment on these pests, so they may fall off of the final list because of lack on an effective survey or identification/diagnostic method.

OPEP Results for CAPS are grouped into three categories:
- **Category 1 (High Impact and some Moderate Impact pests):** If the pest passes the Post-assessment, they will be added to the Pests of Economic and Environmental Importance list.
- **Category 2 (Other Moderate Impact pests):** Pests are evaluated on a case-by-case basis. If survey is recommended and the pest passes the Post-assessment, it will be added to commodity manuals or posted as a free-standing datasheet.
- **Category 3 (Low Impact or Undetermined pests):** New pests will not be added to any of the CAPS lists. Existing pests present on a CAPS list likely will be removed.

OPEP Model Update

Each pest type (arthropods and plant pathogens) has its own list of questions in the OPEP model. The arthropod model has been validated and should be ready soon. The pathogen model is currently being validated. Validation of the pathogen model will likely take another year. The mollusk model is currently in development.

The OPEP model is in the very early stages of developing two additional components of the model: 1) economics and 2) likelihood of introduction/establishment. Impact, economic, and likelihood models can be reviewed together or separately, depending on need. It is currently uncertain how/if this will influence the CAPS Priority lists.

Moving forward, every new potential CAPS pest will be evaluated in the OPEP model. Pests that are in a commodity manual but are not on the Pests of Economic and Environmental Importance list have not been run through the OPEP model at this time. The PERAL lab will run these pests through the model over time; the project is funded by the Farm Bill. Pests that rank in Category 3 (see above) will be removed from manuals. Heather and Dan have submitted 30 pests in need of analysis for this project.

The availability of diagnostics and survey methods is not included in the models. This is captured in the post-assessment.

The next version of the Pests of Economic and Environmental Importance List will be delivered in April 2018, for the FY2019 survey season. This list will include all new pest suggestions that have been submitted since the FY2017 list was delivered and that passed the Pre-assessment. As in the past, a revised list will be published (with new pests analyzed) every two years.

Manual Updates

In the 2016 calendar year, CAPS began revising the Pine and Oak manuals. The revised manuals are nearly complete. The Sorghum bundled survey list has been drafted and requires S&T review. Datasheets for 12 of the 15 new pests added in 2017 have been completed. The Corn manual will be revised and made available in the fall of 2017. There will be no new manuals for fiscal year 2018 because of the reduced CPHST staff. Once the vacant CPHST positions have been filled, the next two commodity manuals in the queue are 1) Sorghum/Corn manual: add Sorghum pest list and update the pests for Corn, and 2) Apple/Pear: develop manual.

Summary of Pest List Changes

Heather reviewed the CAPS pest list changes for 2018. Ten pests will be removed and zero pests will be added. Three additional pests may be removed, depending on whether they pass or fail the post-assessment. The new pest list and summary of pest list changes will be available for review along with the 2018 guidelines in April. The removed pests still can be bundled.

Host Matrix

Dan gave a demonstration of the new expanded host matrix. The host matrix is a tool for identifying important pests of a wide variety of crop and tree/shrub hosts. It can also be used to find additional CAPS pests to include in a bundled survey. The host matrix was developed using National Agricultural Statistics Service data and economically important hosts. It includes two host lists: 1) Commodity & Crops and 2) Trees & Shrubs. The Trees & Shrub list comprise ornamental and nursery hosts. A limited version was released in 2017. The expanded matrix will available as an Excel file on the [Resources page of the](#) CAPS R&C site when the 2018 Guidelines are published.

Action item: NCC and constituents: Please review the host matrix and notify CPHST support staff if there are additional hosts that should be represented.

Research/Method Development Needs

The Otis lab has several new staff that are interested in providing CAPS support. This will require a lot of coordination. We may not be able to tap into this resource while the CAPS support positions are vacant.

Action item: Enter coordinating Otis CAPS support into project tracking system.

General Lures and Pheromones

Lisa also provided an update on lure and pheromones. Lisa is working closely with the CPHST Otis lab on rolling out some of the new cerambycid lures. With Lisa's old position vacant, it may take some time to make these lures available for the field.

New Pest Risk Mapping Strategy

Gericke Cook, a longtime coordinator of this project, has moved on to a job with Veterinary Services. The future of the mapping program, which is funded by John is uncertain as Gericke was the ADODR of the project and worked closely with Oregon State University (OSU). OSU does great work, and we would like S&T to continue with this work. It would be good to keep the funding for this agreement, however it may or may not be renewed. Perhaps some analysts from PERAL can help continue this work.

Two strategies are being pursued: climate suitability and pest events. John showed a climate suitability demonstration map for Light Brown Apple Moth (*Epiphyas postvitana*). The map correlated well with actual detections of this moth in California. It showed where to survey but did not cover when to survey. Another map he showed was a pest event map, based on climate data, which forecasted the date of first adult emergence of LBAM. The goal is increased accuracy as to where and when to survey. Other variables the mapping team is currently looking

into include moisture and photoperiod. When the models are all validated, the maps will come faster if the data is available.

Sherry works with the geospatial group at Clemson and would like to know how the maps are built.

Action item: Lisa will provide Sherry the whitepaper. **Completed.**

CAPS Educational and Learning Modules
Lisa Keefe from Texas A&M called in for this segment. She previously helped John Crowe and Brian Kopper develop training materials for a capacity-building project in Pakistan. Lisa spoke about training needs and the creation of training materials for the CAPS program. Currently, this is a single year Farm Bill agreement, and we want to get this going very soon.

Is there a list of training needs and goals? Perhaps do three 20 minute modules. What do people need help with? For example, Greg has a new PSS. Maybe structured guidance for what a PSS should be doing. Lisa has provided a sample of a work module, https://goo.gl/DGc8XC , she has completed for another group. Her group needs to know what we need from them before they can be of assistance (e.g., video clips? hypothetical scenarios? case studies?).

We need to prioritize the training needs for state employees and create training materials. What do we need? How will we present the modules? Training information can be added to the CAPS website. It's best to have context or case studies for all aspects of the training.

We also need to develop a steering committee to guide the effort. What are our initial training needs and knowledge gaps? What are our goals, and what do we need to achieve them? Somebody who is really invested in the outcome should be involved. Who will be on the steering committee? There should be quarterly or monthly calls. John, SPHD, SPRO, SSC, PSS, and CPHST should all take part in this committee. Within the next couple of weeks, we need to gather a list of names for the steering committee.

Action item (NCC): Send nominations for individuals to join steering committee to John.

Action item (NCC): Send suggestions on training needs to John and the Steering Committee.

Once the learning modules are developed, how do we update them when new methods are available? Lisa Keefe will check with her developer to see how easy it is to separate out the components of a presentation. If it is not easy, we will get creative with how this will be built so that it can be easily updated.

National Identification Services (NIS)

Steve Bullington gave a presentation about the role of National Identification Service (NIS). Steve is now the Domestic Diagnostics Coordinator, replacing Joel Floyd, who retired. NIS initially was set up to support pest identification from the ports, not for domestic surveys. They were tasked with domestic identifications, but were not set up to handle the work load. As the need for more domestic identification became apparent, NIS created the Domestic Diagnostics Coordinator position and several Domestic Identifier positions. An NIS Domestic Identifications poster is posted on the NCC meeting page for reference.

Kira Metz's Domestic Identifier position at Texas A&M has been refilled by Xanthe Shirley. Do we know her area of specialty yet?

Action item: Steve will find out Xanthe's specialty and get that to Lisa.

The question was raised as to whether the CAPS community can expect the same level of service from Steve as we did from Joel, or have priorities shifted? For some things, like the coordination of identification services for Pest Detection targets, yes, that is still part of Steve's job. His role is to coordinate the submission of specimens to the appropriate identifier, return the identification results of the specimens to the submitter via the established notification protocol, and have the information available to the appropriate people. Other work that Joel did (developing screening aids and coordinating their development), is no longer part of the position's responsibility.

Survey Summary Form

Previously, Joel and Brian Kopper would look at the Survey Summary Form and determine screening or diagnostics needs and/or help. Steve and Lisa will still perform this work. Steve's primary role is routing specimens to the correct identifier. A poster describing sample submission with contact and other information has been posted on the NCC page of the CAPS R&C site with other meeting documents, or directly at NIS Domestic Identifications. All correspondence with Steve should be sent to his 'Domestic Diagnostics Coordinator' email address: ppq.domestic.diagnostic.coordinator@aphis.usda.gov

There is a place on the Survey Summary Form to note if taxonomic support is needed (labeled "PPQ Assistance – Type"). Emily noted that she had been told to use this sparingly because it will create a burden on the program. If you need screening or confirmation help, please request it. Note, there is also a box that can be checked on work plans for this type of request. Lisa has observed that sometimes the work plan request and Survey Summary Form request do not match. We need to provide clear guidance on this.

Action item: Lisa will develop guidance on how states should use the request of taxonomic assistance field on the Survey Summary Form and also the check box on work plans.

Certification

There was further discussion about the identification and screening processes. The National Plant Protection Laboratory Accreditation Program (NPPLAP) certifies labs for diagnostics of plant pathogens. The CPHST Beltsville Lab certifies people annually. There is nothing comparable for entomology. How are we sure the identifiers and screeners are doing their job correctly? What is the minimum training? We do not certify screeners. We do certify port and domestic identifiers. They do the best they can with the resources they have.

Urgents

Samples submitted to USDA, SEL should be submitted as **Urgent**. If not, experience has shown that they may not get identified in a timely fashion. Samples submitted as Routine or Prompt may take years to identify. Each sample must include a PPQ Form 391 and/or IBP record.

Notification of results for samples submitted to SEL, the CPHST Beltsville Lab, or others authorized by NIS to perform confirmations are sent out through the establish Pest Identification Notification to States protocol posted on the APHIS Pest Detection website.

Access to Carnegie/Mississippi State University for EWB/BB Samples

There is a good identifier in these two places that can identify bark beetles. How can we maximize use of these resources? Lisa, Avi, and Steve need to collaborate and figure out how to get help for everybody.

Action item: Steve and Lisa will meet to discuss how to increase efficiency, and how best to determine who needs help and where will that help come from.

Action item: Lisa will determine where there is need in identification support. She will also determine whether Carnegie, MSU, and the other ID centers can accept more samples. This may take some time. (Goal of completion: August 1)

Ad hoc Samples

Another issue was submission of ad hoc samples that may detract from more important samples. There also is a cost issue where ad hoc samples were not part of the planning process and cost overruns may occur. Submitting samples directly to a national identifier outside normal operations may not be appropriate in all cases.

Action item (Steve): We need clear instructions as to when it is appropriate to submit ad hoc samples, who to send them to, and how to submit them. Steve will add more detailed instructions to his contact sheet.

Screening Aids

There also was a Farm Bill project with Todd Gilligan to create screening aids, and Joel was prioritizing needs. After he retired, Lisa took this on when she was in her CPHST position. Unless we communicate what our high level needs are, we should not continue to fund this Farm Bill project. We do not need to use resources to fund work that may not be of high priority.

National Confirmation Protocols

Terry went over the carrot seed moth issue that was brought up in a previous NCC call. A PSS informed Terry that they found a new pest. The pest was the carrot seed moth caught in a corn trap (more information about this can be found in the Agenda and Booklet). As it turns out, this moth was previously reported in Maine, and the author never reported the find to NIS. When new pests are identified they should be submitted to NIS for official confirmation before the new records are reported in publications. This brought up the issue of record keeping when it comes to new pest finds. What is the standard for confirming and recording new pest finds?

National confirmation is needed for any pest new to the U.S. For a new state record, national confirmation is needed if an important or quarantine pest, however local confirmation may be accepted (contact NIS/ Steve). For new county records, national confirmation is suggested if there is an ongoing response program (follow the direction of the program) or federal or state quarantines are involved, otherwise, local identifications can be accepted.

There is a problem when we find out in a publication about a new pest detection. By that time the pest could have been here for several years making any response difficult. Trade issues may also come up. APHIS and the state regulatory agency needs to know when new pests are detected. This normally occurs outside of the CAPS and survey community. Constant outreach to university researchers, the public, and others needs to occur.

The confirmation process is confusing. Terry proposes this as a webinar topic.

Other Diagnostic Updates

Otis has a Farm Bill project involving the development of a library of Cerambycid molecular fingerprints to be used for molecular diagnostics. A summary was recently published? The library will initially be used primarily for interceptions and pests of significance, but are looking to develop job aid for Old world bollworm.

Purdue Update

Cindy Music and David McClure presented an update from Purdue. It is posted on the NCC page of the CAPS R&C site with other meeting documents, or directly at CERIS Updates. Cindy is taking over most of Susan Schechter's responsibilities for the time being (Susan retired in February). Cindy reviewed the Survey Summary Form changes. She also reviewed how to fill out a Survey Summary Form, submit a change request, and the Accountability Report. She also outlined the workflow process. Susan's Survey Method Reconciliation project is almost complete. NAPIS is now down from 22 survey methods to 4 (tissue, soil, specimen, water). The group then gave some suggestions for improvement of the Survey Summary Form process.

Action item: David McClure. Take care of the issue that requires repeated entering of the same survey name. Allow it to be replicated.

To request a change in the Survey Summary Form information, a link to request that change has been added to the Survey Summary Form page on the CAPS R&C site. There will be a dialog box where you can enter the change needed and to provide a justification for the change. Purdue will follow up with you if there are any questions and will provide guidance for completing the change. Remember that it is necessary to keep the information in the Survey Summary Form up-to-date so that the information at the conclusion of the work matches what was actually completed and is in the Accomplishment Report. It also is important so that the Accountability Report is accurate since it draws information from the Survey Summary Form.

Survey Summary Forms

Links to survey summary forms.

- CAPS 2017 Survey form is available for change requests.
- PPQ 2017 Survey form is available for change requests.
- Farm Bill 2017 (Goal 1) Survey form is open.

Cindy also reviewed statistics for the year. In 2016, there were 6 'new in US', 79 'new in state', and 645 'new in county' records entered into NAPIS. A total of 277,588 records were processed. Pest codes were also modified. We cleaned up the naming of the pests in the interest of uniformity.

Training for data entry services will continue for any new people, and Survey Summary Form updates will be rolled out in August.

Action item: Communicate to your constituencies that new in state records must be confirmed before entering into NAPIS. Do states always know if it is new in the state?

Nursery Surveys

Lisa asked the members of the NCC how they conduct nursery surveys, such as visual surveys for moths in nurseries. Hanging traps in a nursery is at the discretion of the nursery owner/manager, so visual survey is employed when traps are not allowed. Upon reviewing CAPS work plans, Lisa was concerned about the pests that were listed under visual survey. *How effective or detailed are visual surveys in nurseries?*

Several members described their nursery survey protocols:

NH: Surveys are focused on the largest nurseries that bring in the most material. Depending on the size of the nursery, up to 4 people conduct the survey, which includes trapping and visual survey for damage and exit holes. If damage or exit holes are detected during a visual survey, they will conduct destructive sampling and rear any juveniles found.

NJ: The nurseries permit them to hang multi-funnel traps for surveys.

FL: The state has interdiction stations, so they know when imports come in and will focus their survey efforts when they come in.

SD: When imports arrive, more time is dedicated to nursery surveys.

VT: Tree nursery surveys are included in the EWB/BB survey. Is this an issue? Survey names must be standardized and used consistently.

From the discussion, Lisa felt comfortable that states were doing a good job in their visual surveys in nurseries.

Survey Summary Form Data Field Definitions

Depending on the program, survey data may be entered into NAPIS or IPHIS. NAPIS and IPHIS use different terms for the same metrics, which creates confusion when entering or talking about survey data. For example, an SSC that uses both systems may say "location" for a place and "site" for each trap. In this instance, each site would constitute a sample and each trap would be a subsample. In the Survey Summary Form, "site" is defined thusly: "For trapping surveys, the number of traps; for sample surveys, the number of samples; for visual surveys, the number of observations." Additionally, "visit" is defined as: "For trapping surveys, the number of services per trap. For other survey types: the number of visits to a site. Visits x Sites is used to plan lure and ID resource needed." One state reported that they used "visit" when a lure was refreshed, while a different state used "visit" to capture trap checks and lure changes.

Also, for 2017, two fields were added "Traps" and "Lures" without clear guidance going out to the community. The definitions are vague Traps – "Enter the number of traps you plan to use" and Lures – "Enter the number of lures you plan to use." It was not clear if this was the number of trap locations or the total number of trap (products) you would need all season. Some traps are re-used all season, while others need to be changed out multiple times.

For the Survey Summary Form in general, we need to determine what information is important to collect, then decide on appropriately named fields, and provide clear definitions.

Currently, the data captured by the Survey Summary Form is used to inform management decisions and the CAPS Guidelines. States typically keep their own records to inform survey planning, but may occasionally check survey summaries to see what other states are surveying. In the future, the Survey Summary Form may be used to auto-populate parts of annual reports. It is important that the terms used are consistent with the corresponding system so that data is entered correctly. *To reduce the likelihood of confusion, should the Survey Summary Form fields be changed to be consistent with IPHIS?*

Lisa will form a working group with the SSCs to review how fields are used across surveys. Are the terms and units used in the forms same (e.g., visits per site)? How are terms interpreted (such as traps, lures, sites)? Are the interpretations consistent with one another and/or the Survey Summary Form definitions? The working group will work to clarify terminology and definitions, and brainstorm how to improve the Survey Summary Form and how it can be used to auto-populate parts of annual reports.

Action item: (Lisa, Sherry, Dale, Piera, and Ian): Form a working group to clarify the Survey Summary Form fields and definitions. Due date: August 1 for the next survey year.

Action item: (John Crowe): Give a webinar on how to use the Lure Calculator for help in lure ordering.

CAPS Webinar Series
Susan Schechter gave two webinars in January: CAPS Services Ecosystems and NAPIS Data. The webinars were informative, but have room for improvement. In the future, the webinars should be less free-form and more structured with a script. We are working with a team at Texas A&M to develop training modules, but the field needs information now. We will address this need by providing monthly or bimonthly webinars to the CAPS community on a broad range of topics. The intended audience for each webinar will be included in the email announcement.

Proposed topics - Topic (Speaker)
- Performance Measures (John B.)
- Guidelines (PDMT)
- NIS Confirmation Process and Notification Protocol (Steve)
- Pest List Development and Pest Prioritization Process, including OPEP (Heather and Alison or an OPEP team member)
- AMPS
- Overview of CAPS site and community (CAPS 101)

- Survey Supply Process
- Accountability Reports and Accomplishment Reports, target audience ADODRs/SPHDs

Action item: NCC and constituents. Develop a list of CAPS webinar topics. What topics are not covered in the existing list? Should the webinar be given once, recorded, and then posted to the CAPS site for future use or should it be given multiple times?

Communication with SSCs on a National Level

The group discussed how best to communicate CAPS information between federal and state levels. *Is information communicated effectively? If not, how can we improve this?*

The CPHST CAPS Support Team, John Crowe, and Feridoon Mehdizadegan attend the monthly PSS calls to give updates on CPHST, Survey Supplies, and Farm Bill. Valuable information is shared during this meeting. SSCs are not included in these calls. *Are they receiving all of the information they need?* Lisa and Melinda have observed that not all CPHST updates trickle into work plans. The group agreed that the PSS is responsible for communicating with their SSCs to make sure they are fully informed. This communication channel appears to be functioning well in many states; however, where it is not, it is the responsibility of the SPHD to correct it.

SSCs hold their own calls, by region. Some regions hold quarterly or bimonthly calls, but others hold calls only when necessary. A member of the PDMT could occasionally attend these calls to ensure the most important information is relayed to SSCs and provide them an opportunity to ask questions. Lisa and John Crowe recently attended the Eastern Region SSC call and it was considered to be a valuable interaction. The Eastern region SSCs hold their calls bimonthly and have decided to invite the region's PSSs and CAPS support to every other call (or quarterly). *Are other SSCs interested in doing this?* Several SSCs stated that regular calls are not relevant as the states in their region are very different. Instead of quarterly calls, a national call with the SSCs could be scheduled ahead of the survey season (Feb/March) and immediately following the survey season (Nov).

Survey Supply is working to ensure that their customer service is offered equitably. John Crowe and the Survey Supply Procurement Program Cross Functional Working Group are actively seeking feedback on how best to address issues that directly impact the SSCs. John Crowe and CAPS Support would like attend any SSC calls that the SSCs feel are relevant.

Consensus of the group was that CAPS information from PPQ should follow the chain. The PSSs are responsible for relaying useful information to the SSCs, but if there is an issue the SPHD should be the first point of contact. Changes to survey methods or trap and lure availability should be announced to SPHDs, SPROs, PSSs, and SCCs. Because email is not

always an effective mode of relaying information, there is interest in holding the national call pre-survey season and post-survey season.

In addition, important survey method changes will be sent via email and will also be noted on the Approved Methods pages. SSCs should check the Approved Methods pages for each of their targets before submitting work plans to ensure they are aware of any changes.

Action item (John Crowe) Organize twice yearly call for SSCs and PSSs to communicate important changes to survey methods and survey supplies. One call will be held in February/March before the survey season begins and the other will be held in late October/November when the survey supply ordering period is open.

National CAPS Meeting

We must provide a convincing justification for holding the National CAPS Meeting to PPQ MT. The last national meeting was held in 2010. In recent years, we have not been successful in securing permission and funding for the national meeting. The PPQ MT has informed the PDMT that networking is not a sufficient reason for a meeting. It was noted that PPQ's Deputy Administrator, Osama El-Lissy, recently acknowledged that, while traveling, he observed that there may be a need to bring the community together.

The draft agenda that was submitted with the request for the meeting is included in the NCC Meeting Documents.

Budget is always an issue. If we hold the meeting in November or December, the cost of the meeting could split over two FYs. For example, if the meeting were to be held in December of 2018, then cooperators would travel to the meeting using FY18 cooperative agreement funds. PPQ travel, on the other hand, would use FY19 funds. This would not put all the pressure on one FY funding to pay for the cost of the meeting.

Alternate Opportunities

If we are unable to get approval for a meeting in 2018, we need to identify alternative ways to address the needs of the CAPS community. *Would webinars and learning modules help? Organize a smaller meeting for PSSs and SSCs? Should SPHDs and SPROs also attend?*

New Format

Historically, the National CAPS Meeting was specific to Pest Detection, but given the importance of Farm Bill Goal 1 Survey, should the meeting be expand to include Pest Surveillance generally. This provides additional justification and may permit us to utilize some Farm Bill funding for the meeting. Mike advised that Farm Bill funds are usually only applied this way as part of Emergency Response, but it could be possible if a suggestion is submitted.

Would having an external entity, like the NPB, submit a Farm Bill suggestion help to secure approval?

Terry suggested we reinvent the meeting as a summit: "Pest Surveillance Summit: Developing a Pest Surveillance System for the Future." This was well received by the NCC.

Topics
May include:
- Break out groups to discuss the combining of Farm Bill, CAPS, and PPQ surveys customer interface (see CAPS-Farm Bill Goal 1 Survey Program Discussion for more detail).
- Review ISPM 6 updates. Invite speakers (from IPPC?) to present the changes to ISPM and how they relate to the community. This aligns with APHIS PPQ being an international leader in developing phytosanitary measures.

Possible Locations
- Savannah, GA
- Albuquerque, NM
- To increase accessibility, should it be in a more central location?

Target Date
December 3 – 7, 2018
- FY18 funds: meeting planning and cooperator travel (FY18 cooperative agreement)
- FY19 funds: meeting expenses and PPQ travel

Facilitator
Christina Lohs was mentioned as a good facilitator. She works closely with Osama and the management team. She will be a great resource, even if she is unavailable to facilitate it.

John will follow up with Melonie Torillo about hotel space and logistics for a December 2018 date. The National Plant Board and Regional Plant Boards submit resolutions for the meeting every year. The meeting plan and target date should be communicated to the community. We should work to have confirmation by August 2017, before work plans are submitted so travel is included.

Action item: Draft a plan for the Pest Surveillance Summit and communicate it and the target date to the National Plant Board and Regional Plant Boards so that they can adjust the resolutions they submit each year in support of the National CAPS meeting. Seek confirmation for summit by August 2017 so travel can be included in future work plans.

Survey Supply Procurement Program (SSPP)

John Crowe gave an overview of the SSPP and the SSPP Communication Plan. The SSPP Cross Functional Working Group (CFWG) is seeking feedback on the communication plan. Please send feedback to SSPP@aphis.usda.gov, feedback will not be captured through IPHIS.

Communication Plan

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.

In answer to this request, John C., Lisa, and Avi developed the SSPP Communication Plan. The Goals of the communication plan are:
- 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.

In an effort to avoid an overwhelming or unnecessary amount of information, the SSPP CFWG is working to identify all appropriate target audiences and develop a tiered approach to delivering information.

The target audience has been divided into two groups:
1. Standard audience for all communications regarding Pest Detection survey supplies. This group includes SPHDs, SPROs, PSSs, and SSCs.
2. An audience for issues of concern to larger PPQ community that will be used on an as-need basis depending on the type of communication. This group includes Field Ops NOMs and National Policy Managers.

Are there any other groups that should be considered?
- Ad hoc approach – include Otis scientists like Allard Cosse, Natalie Leva, and Scott Pfister when appropriate.
- John C. is working on getting approval to be an NPB Regular Communicator.

An example of the tiered approach to delivering information: Delay of orders.
- If few states are impacted:
  o A targeted email will be sent to the affected SPHDs, SPROs, and direct customers.

- An announcement will be made on the PSS call so that the delay is communicated to all SSCs. Maybe extra lures can be shared between states.

The SSPP CFWG will maintain an archived record of all communications on an approved site, ideally the CAPS site. The SSPP community will be able to refer back to previous messages.

SSPP Q&A

What is the best way to test the efficacy of a lure? If all traps are negative, how can one be confident that this isn't due to the lure being ineffective?
- Pest Detection does not test lures, but John C. is working with Otis on developing a testing method for septa lures to assess load and release rates. The stamped date on lures is the date of manufacture, not an expiration date. If you are uncertain about a septa lure, throw it out and order more. Some lures can be checked gravimetrically – if there is lure visible in the container then the lure is present and effective. Lures that are required to be stored in a freezer must be held at 10°F or below.

Is there an archived record for what has been ordered for each state?
- If you are a State Approver, you will be able to view all orders for your state on the "My Orders" screen in IPHIS. You will also be able to see what has been fulfilled and what is outstanding.

When submitting an issue to the SSPP CFWG will you provide an acknowledgement of receipt of message? Perhaps the acknowledgement email could include an FAQ section or a link to an FAQ page on the IPHIS.
- The SSPP CFWG will send a reply stating that we received the message within 3 business days. They will give an estimate on when the question or issue will be resolved.

How early can delays be communicated to the field?
- Delays will be communicated to the field as soon as SSPP is aware of them. If there is uncertainty around the availability of an item, the SSPP CFWG will communicate this to the field and provide updates as they are known.

Can the previous year's supply orders be used to inform future needs? Would this help to reduce the likelihood of delays?
- It is difficult to rely on the ordering data from the previous year because there are unexpected spikes each year that result from changes in priorities or concerns. SSPP is working to develop a baseline amount needed each year that can be ramped up when necessary.

Is there a way to improve the manufacturing process so that lures are reliably available?

- Yes, lures produced outside of PPQ can be immediately available, but this would increase the cost considerably. It is unlikely that the procurement office would approve the cost increase.
- It is also important for the end users to notify the SSPP CFWG at the earliest indication that there is a quality product with a lure. Please don't try to resolve the issue yourself or do your own testing. The SSPP has access to chemists and the necessary equipment to perform this work. Also, if you are experiencing a problem, other states who use the same product probably are as well.

Action item: NCC and constituents. Review the SSPP Communication Plan and provide feedback to the SSPP CFWG at SSPP@aphis.usda.gov.

Action item: SSPP CFWG: Revise the SSPP Communication Plan with recommendations from the NCC, including adding a section about the acknowledgement of receipt of an email.

CAPS Recognition 2017
Please send your nominations to John for 2017 CAPs Recognition (notes taken from January NCC call).

The 2017 version of CAPS Recognition is about to begin. The call for nominations will go out shortly. Nominations should include a narrative on the specific activity conducted or achievement of the person or group being nominated that occurred in 2016. This will include a description of the activity/achievement, its significance to Pest Detection activities, and the impact of the effort. Narratives should be no more than two pages in length, and shall be submitted along with the nomination form, to the National CAPS Program Manager by COB Friday, March 17, 2017. Up to three awardees will be recognized publically at the 2017 National CAPS Meeting (if held) or at the 2017 National Plant Board Meeting (if feasible). See CAPS Recognition on the Resources page of the CAPS R&C site for more detailed information. Consider nominating a worthwhile individual or group. The Nomination Form also is located on the CAPS page

Review of Action Items and Responsibility
We did not have time to formally review the action items. Please review them in the meeting minutes and let John know if there if anything was not included.

Tour of the SSPP Warehouse at Moore AFB.
The NCC was given a tour of the Survey Supply warehouse at Moore AFB. John Crowe and his warehouse crew gave a detailed presentation of how supplies are stocked and shipped out of this facility. The warehouse has been upgraded and improved significantly over the last few years. Currently, traps are shipped out of Moore, and most lures are shipped out of the Otis lab in Massachusetts. In the near future, lures will be moved to Moore AFB and shipped from there

with the traps. Currently, only two full-full time employees are responsible for shipping and receiving of orders.

Action item (NCC, especially PPQ employees): Please let your management teams know how critical of a role the warehouse crew plays in the CAPS program. The warehouse is understaffed, and any employee turnover would be disastrous for the entire CAPS program. Please make it clear that more resources are necessary.