



## National CAPS Committee (NCC) Conference Call

November 2, 2017

### Minutes

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#### Participants

John Bowers	Piera Siergert	Emilie Inoue	Dan Mackesy
Lisa Jackson	Megan Abraham	Sherry Aultman	Laura Hartmann
Rick Zink	Tyson Emery	Dale Anderson	Eileen Luke
Terry Bourgoin	Darrell Bays	Ian Foley	
Greg Rentschler	Tiffany Mauro	Heather Moylett	

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#### NCC Term Rotations

Terry Bourgoin (SPHD ME), Piera Siergert (EPB NH), and Brad Lewis (WPB NM) are completing their second, 3-yr term on the NCC, and will be rotating off at the end of the calendar year. We all thank them for their many years of service to the NCC and the CAPS community.

Succeeding Terry, Piera, and Brad will be Eric Ewing (SPHD WV), Kimberly Rice (EPB MD), and Helmuth Rogg (WPB OR), respectively. Their official 3-year term will begin January 1, 2018, but will be invited to the December NCC call to begin the transition.

Dale Anderson (CPB SD) is completing his first, 3-yr term, and is eligible to represent the SSCs in the CPB states for a second term. The SSCs in the CPB states have spoken, and Dale has accepted a second, 3-yr term.

#### Annual NCC Meeting

The Annual NCC Meeting has been confirmed (at least for meeting space and availability) for February 7-8, 2018 at the National Detector Dog Training Center (NDDTC) in Newnan, Georgia. John will begin the process for developing the documentation and cost analysis for official approval.

Part of the approval documentation is a complete, 2-full-days agenda. Several topics were put forward on the call as needing discussion. The NCC is asked to talk with their constituency about what topics or issues from their perspective need discussion at the meeting. Everyone has ownership and a voice in the program, so the NCC needs to be able to talk about what affects you and your ability to participate in the program. Please send the topics of interest from your constituency to John (cc Lisa and Rick) to compile and place into a draft agenda.

#### CAPS Work Plans

Lisa is still finalizing work plans with the SPHDs; she was pulled away reviewing Farm Bill suggestions for the last four weeks. We will now be in a holding pattern until December 8. At

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Note: A reminder to the NCC, please distribute CAPS updates, conference-call minutes, and other CAPS-related information to the constituency that you represent in a timely manner. Also, please bring their items, issues, concerns, and opinions back to the NCC for discussion. It is our responsibility that everyone is kept engaged in the CAPS program.



that time, when another Continuing Resolution goes into effect or a budget is passed, the PPQ Agreements Staff will begin entering the agreements into ezFedGrants.

From last month's call, there was a question about amendments to awards in ezFedGrants. Below is some guidance from the PPQ Agreements Staff. If you have additional questions, please reach out directly to your ADODR or PPQ Agreements Specialist.

### 1. Pre-awards

Pre-awards are done outside of ezFedGrants. Pre-awards are given to the Grants Specialist. The Grants Specialist will obtain all signatures. Right now, we can only do them at the 18.9% amount of the CR. Hopefully, after December 8<sup>th</sup>, we will be able to write them for 25%. Pre-awards are good for 90 days. If you need to have them extended after that time, you can reach out to your Grants Specialist.

### 2. How amendments are made in ezFedGrants

Amendments to agreements are initiated outside of ezFedGrants. If the Agreements Staff writes an agreement at the CR amount, they will have to go back and write one for the full amount. When we get the full funding or a higher CR, the Agreements Staff will reach out to the ADODR and ask for a new 424 and 424A, and any other necessary documents. The Agreements Staff will then go into ezFedGrants and enter the amendment. The amendment will route for signature and execution through ezFedGrants.

### **PPQ Survey Summary Form**

The PPQ Survey Summary Form is open for PPQ Pest Detection surveys. It will close on November 17<sup>th</sup>. Please enter all your Pest Detection (only) survey plans for 2018. It is important that all survey information from all states doing Pest Detection surveys be entered into the Survey Summary Form. This is the main venue from which survey reports and activities to PPQ and APHIS are collected. This is strongly encouraged from all SPHD offices.

### **Survey Supply Ordering System**

The Survey Supply Ordering System in IPHIS will close on November 30. During this time you may submit orders for:

- CAPS
- PPQ Supported Programs

The Survey Supply Ordering System will open again in the winter of 2017/18 to support:

- EAB Survey
- 2018 Farm Bill Goal 1 Surveys



## Survey Supplies Best Practices

Lisa sent out a Best Practices document to assist with ordering lures. There are places in the process where the receiver can assist to help things work more smoothly. Please review this document in its entirety. You can find the document [Survey Supplies Best Practices](#) on both the Resources and 2018 Guidelines pages under Survey Information.

When placing orders, as a general rule, **please round up your trap and lure orders by 10-20%**. This is most important for the moth lures, but this is a good practice for other supplies if you are able to store them in your facility. In general, moth lures are very inexpensive; most cost less than 50 cents per lure. It is more expensive to use Survey Supply staff time to place small orders outside of the open period than to dispose of lures that are not needed.

## Sample Processing/Quality of Lepidoptera Samples

Lisa sent out guidance on how to send in quality Lepidoptera samples at the request of the Domestic Identifiers. There continues to be problems with Lepidoptera samples sent to PPQ Domestic Identifiers. In order to ensure that specimens can be identified, samples must be in good condition and labeled properly. Please read the additional document [Sample Submission Suggestions for Lepidoptera](#) (on both the Resources and 2018 Guidelines pages under Identification and Diagnostics) to find out how you can send the best quality samples to our identifiers. By working together, we can ensure prompt identification of your samples. In extreme cases, when samples are not cared for/shipped properly, the specimens are deteriorated to the point where identifications cannot be made. Some key points are listed below.

- Send specimens in small batches as the specimens are taken from the field (don't pool weeks and weeks of samples). This will cause backlogs and delays.
- Screen your samples and send suspects.
  - Use color and size to screen out suspect moths: do not send tiny moths for surveys for larger moths (such as pyralids for a noctuid survey), or black or red banded moths when the targets are yellow, for example.
- In general, the Domestic Identifiers cannot devote time to identifying all the non-target species in the samples. Please use local taxonomic resources.
  - The primary responsibility of Domestic Identifiers is to spend their time looking for exotic species and ruling out natives/non-targets.
- Err on the side of sending moths that could be the target even for other surveys, such as *Spodoptera litura* look-alikes from *Helicoverpa* samples, or *Autographa gamma* look-alikes from *Chrysodeixis chalcites* surveys. That's always recommended and welcome.
- Box 2b on the PPQ 391 form is for the collection date.
  - That is the biological date that we are interested in, when the specimens were taken from the field.
- Submit the dead moths from bucket traps in labeled manila or paper envelopes.
- Don't roll sticky glue traps. Fold the traps gently, secure with a rubber band, and submit.



## **CAPS Webinar**

The next CAPS webinar was scheduled for November 8. Cindy Music was to cover the CAPS Resource & Collaboration website. However, Cindy is recovering from surgery and will not be back in the office until later this month. Cindy is doing well, and we will reschedule after she returns.

This pushes back the next webinar that we planned to have sometime in December featuring CAPS measures and metrics: What did 2017 look like and what to expect in 2018 from a numbers perspective. We may do this one in January before the NCC meeting.

## **Purdue Update**

While Cindy is out recovering from surgery, please direct your communications with Purdue to their email address [napis@ceris.purdue.edu](mailto:napis@ceris.purdue.edu). If you really need to talk to someone, it likely is best to email them to set a time and what you want to talk about, and someone (likely James or David) will then get back to you.

## **2018 Farm Bill**

The review by the Goal Teams for suggestions under the FY18 Farm Bill is done. The review process now shifts to the PPQ Management Team. As far as we know, the Farm Bill Team expects to have a spending plan ready in December. If you have any questions, they can be addressed to [farmbillsection10007@aphis.usda.gov](mailto:farmbillsection10007@aphis.usda.gov).

## **National CAPS Meeting**

Based on discussions with the PPQ Management team, the PDMT will make a concerted effort to gain approval for a national meeting, tentatively branded as a Pest Surveillance Summit. The tentative date is the week of December 3, 2018, location TBD. In order to secure approval and meeting space, work needs to start now.

Approval will require specific goals, objectives, and outcomes, with an agenda to support the objectives and gain the outcomes. John would like to work with a small group to work with a facilitator to draft the approval package and meeting design. A final draft needs to be completed and ready to submit to PPQ and APHIS management by the end of the calendar year.

If you would like to be a part of this effort, please contact John and let him know of your interest. This may include a face-to-face meeting in November or early December.

## **CPHST Wood Packaging Material Survey Tool**

On the August NCC call, Greg brought to our attention that there existed a survey tool developed by CPHST PERAL that identifies high risk areas where pest entry is likely to occur via wood packing material. The output maps can be used as an information piece that survey specialists or other survey personnel can use to help inform survey locations. It appears that this survey tool was developed in 2015 or before, and that it has been mentioned sporadically on PSS and other



conference calls over the ensuing years. Some states have used it, but others have not even heard of it.

We investigated, and now we would like to pass along some information about the tool. From an email John received from Kevin Bigsby, a risk analyst in CPHST PERAL, it appears that a presentation was given on a PSS call in January of 2016, to explain the tool. According to Kevin, "...it is designed to identify areas (10 km grid cells) where pests associated with wood packaging material would likely be introduced using data on the location of importers and distributors of these commodities, helping with surveillance trapping needs. In general, commodities are those that have a track record of having EANs for timber pests." Maps were distributed to ~25-30 states, and some follow-up requests were fulfilled on an as needed basis.

The maps were based on data from a proprietary business database (<http://www.hoovers.com/>). As the data has a cost attached to it, the data that PPQ hold have not been updated. The result is that the maps generated previously would be the same as if they were generated today. However, these maps can be distributed or recreated fairly quickly if there is a need. CPHST has been working to get these maps into ArcGIS Online so folks can get them directly, but the process has been slow and they are not there yet.

In general as a first step, contact your PSS and see if they still have the maps from a year or so ago. According to Kevin, they are same as what you would get today as the database has not been updated. Otherwise, let John and Lisa know if you would like maps run for your state, and we will see what we can do. The document [Wood Packaging Material Tool](#) explains the tool in more detail and has been posted on both the Resources and 2018 Guidelines pages under Miscellaneous at the bottom of the pages.

### **Outreach Display**

As you head into your winter meetings, please remember that there is a large display available for your use. There are two versions: one is the original stone fruit display background (see below), and the other is a black background that you can put whatever you can stick on with Velcro. It can be personalized for whatever message that you want to convey. If you would like to use the display for your outreach activities, please send John a message. John will ship the display out to you and include a return label, so there is no cost to you to ship the display.

**The next NCC call will be held on Thursday, December 7, 2017, at 1:00 pm eastern time.**

Please forward to your NCC representative any agenda topics for discussion on the next NCC call.



*Available with the Stone fruit background, or with an all black background that will accept Velcro attachments.*

