



## National CAPS Committee (NCC) Conference Call

December 7, 2017

### Minutes

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#### Participants

John Bowers	Eric Ewing	Helmuth Rogg	Heather Moylett
Lisa Jackson	Piera Siergert	Emilie Inoue	Dan Mackesy
Rick Zink	Megan Abraham	Sherry Aultman	Feridoon Mehdizadegan
Terry Bourgoin	Tyson Emery	Dale Anderson	Steve Bullington
Greg Rentschler	Kimberly Rice	Ian Foley	Cindy Music

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#### NCC Term Rotations

The December NCC call is bittersweet and one of transition as members rotate off the NCC and new members begin the journey. NCC members serve 3-year terms (Jan.1 – Dec. 31), with terms staggered so that there is a minimum turnover each year. This preserves the stability of the NCC while maintain consistency and opening the possibility for new membership each year. With each ending, there is a new beginning.

John, Lisa, and Rick, as well as the entire NCC, extend a heart-filled appreciation to Terry Bourgoin (SPHD ME), Piera Siergert (EPB SPRO NH), and Brad Lewis (WPB SPRO NM) for their participation, engagement, and service to the CAPS community. Each has served two full terms, and we wish them well in their future endeavors.

At the same time we welcome Eric Ewing (SPHD WV), Kimberly Rice (EPB SPRO MD), and Helmuth Rogg (WPB SPRO OR), and look forward to their participation. Dale Anderson (CPB SSC SD) has been re-nominated by his constituency, and will serve a second 3-year term.

#### Annual NCC Meeting

The Annual NCC Meeting has been officially approved for Wednesday-Thursday, February 7-8, 2018 at the National Detector Dog Training Center (NDDTC) in Newnan, Georgia. Travel days are Monday and Friday, February 6 and 9, respectively. As more details are known (hotel, etc.), that information will be sent to those attending the meeting. Documents will be posted on the NCC page of the CAPS R&C site as available. John will prepare a justification letter for state travelers.

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

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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.



compile and place into a draft agenda. We want to make sure that we have a complete list of topics so we do not miss anything at the meeting.

### **Budget**

After the call the House of Representatives passed a 2-week stopgap spending bill to avoid a government shutdown when the current Continuing Resolution expires at midnight on Friday, December 8 (all spending bills originate in the House). The Senate then passed the bill later that evening. It then goes to the President to sign. The next deadline will be December 22.

### **Pre-Award Letters**

With the uncertain nature of the federal budget, it is important to submit your pre-award letters now for those states that can utilize them. The process for pre-award letters takes place outside of ezFedGrants. The ADODR and ROAR need to prepare the letter and submit it to the PPQ agreements staff. Contact your agreements specialist for details.

### **Farm Bill**

The review and rating period has finished, the goal teams have submitted their spending plans, and a draft spending plan has been compiled and reviewed. The Farm Bill Team currently is in discussions with the Deputy Administrator to review the plan before it is submitted to APHIS and the Department for approval. A finalized spending plan for FY18 is expected in mid-January. Announcements will be made via the Stakeholder Registry.

### **Goal 1 Survey Work Plans**

Work plans for surveys under FY18 Farm Bill funding for Goal 1 Survey will be due 2 months after the public announcement of 2018 Farm Bill Spending Plan on the Stakeholder Registry. Goal 1 Survey had an early due date last year for work plans, and we want to keep that momentum. Specifying 2 months after the spending plan is released frees the program from any particular date, and 'codifies' when work plans are due for future years. With the large number of work plans in Goal 1 Survey, this also gives the program and agreements staff more time to process them in a timely manner. The overall goal is to have surveys occur in the calendar year for which funding is offered. Keeping administrative timelines short will help in this effort.

### **Survey Supplies**

#### Warehouse Closure

Due to staffing shortages and unforeseen conditions, the Survey Supply Warehouse located at Moore Airbase will be closed for shipping from December 18, 2017 through January 5, 2018. No products will be shipped out of the warehouse during this time. We expect that all orders with a December delivery date should be able to be shipped out before December 16. For orders with a delivery date of January 1 - 8, 2018, there may be up to a one week delay in receiving the products.



If there is an urgent need for products to be delivered before December 15 **that are not already captured** in the Survey Supply Ordering System in IPHIS, you may send a request to Lisa Jackson. Please fill out the [Order form](#) completely and send it via email to Lisa. Requests must be received by **COB Friday, December 8**. There is no guarantee that these orders will be able to be filled by December 15.

For any questions about orders with a December or January requested delivery date, you may contact Lisa Jackson at [lisa.d.jackson@aphis.usda.gov](mailto:lisa.d.jackson@aphis.usda.gov) or 919-855-7549. We apologize for the inconvenience.

### Ordering System

The Survey Supply Ordering System in IPHIS has closed for the fall season (for CAPS and PPQ supported programs). The system will open again for orders for Farm Bill and EAB from February 1 – March 30.

### Orders Outside of the Open Periods

There are two open periods for ordering survey supplies. Outside of these periods, states must request that the Pest Detection NOM place the orders. These orders are usually needed due to inaccurate planning, not ordering enough supplies, etc. In FY2017, the Pest Detection NOM placed over 80 orders outside of the open period. This causes miscalculations in projecting how many supplies are needed during the season and can result in products not being available. This causes additional work for the Moore Airbase warehouse staff to place many small orders, which are time-consuming and are an inefficient use of their time. In addition, for the over 40 moth lures that are made in house by the CPHST Otis lab, orders outside the open period can cause additional problems. The Otis lab staff make batches of lures in the thousands, usually only one or two lure batches per day. The lab does this in the winter and attempts to make enough lures for the entire survey season. If orders for large amounts of lures come in after the ordering period, it requires staff to make additional batches of lures, and may cause a later delivery. It is inefficient and time consuming to repeatedly make smaller batches of lures. Additionally, during the summer the Otis lab staff are involved in critical field trials and may not be readily available to make any size batch. The Survey Supply Procurement Program will continue to discuss this topic and it will be on the agenda at the National CAPS Committee meeting in February. A decision will be made at that time regarding how to proceed for the 2018 season. (The lesson here is that everyone needs to plan carefully, avoid user errors, and order what is needed for the survey season when the database is open for orders, or else supplies, especially lures, may not be available).

### **Purdue Updates**

#### New Pest Status in NAPIS

A new pest status for positive observations is being considered for Regulatory Incident or Interception records where the detection is not in the environment. The use of the new pest status designation would depend on the situation of the detection, such as in a warehouse, an



importer with wood-packing material, in a truck, pet store, a residence with wood furniture, or other instances where the pest is not found in the environment, but only detected in a specific situation. Usually the pest is mitigated in some fashion, and the situation no longer exists. The proposed new designation would be an 'I,' and would be used when the user wishes to enter this type of record into the NAPIS database for their own information or as a service to other states. The suggested entry would be +I.

To further protect against misinterpretation of the detection, the 'I' designation would be ignored by default in Pest Tracker (it will not show up in Pest Tracker), and will be ignored by default in NAPIS reports and maps. The user will have the choice to include it in a query if they so wish.

The NCC should talk with their constituency regarding the proposed addition of the 'I' designation for a Regulatory Incident or Interception pest status in NAPIS. We will make a final decision at the Annual NCC Meeting in February.

#### Other Enhancements

- There is now a target search option on the CAPS R&C Approved Methods page. This provides an easier access to all years when searching for specific pests.
- The Outreach Library on the CAPS R&C is now searchable, and set up similar to the Supply Procurement, Screening Aids, and Approved Methods pages. Arkansas recently added materials to the library.
- My Survey templates for data that PPQ shares with the states no longer have the funding source auto-populated to PPQ (code 3). These are now set up to auto-populate with a funding source of "Other (6)." This resolves data entry errors that some states have received.

Cindy noted that there has been a significant increase in data entry numbers this quarter, and with the increase in data entry, an increase in the amount of assistance provided. Much of the increases can be attributed to users and reviewers accessing the Accountability Report for gaps in data entry.

#### **CAPS Webinar**

The next CAPS webinar is scheduled for January 17, 2018, at 2:00 pm eastern time. Cindy will present the public side of the CAPS Resource & Collaboration website (which is just about everything from an information sharing perspective).

#### **New Pests for Evaluation**

A formal call will go out in January 2018 for the CAPS community to submit new pests for assessment and evaluation. The NCC should talk with their constituency about pests that may be on their radar that could be a candidate for the Priority Pest List. Even though we are short-handed right now with the vice-Lisa and Melinda positions in CPHST still vacant, we need to know what is on the horizon and the potential work involved in order to plan accordingly.



### **CAPS Recognition**

It is not too early to start thinking of nominating someone for CAPS Recognition for exemplary work done in support of the CAPS program in 2017. The official call for nominations will go out in January.

*Have a safe and enjoyable Holiday Season!*

**The next NCC call will be held on Thursday, January 4, 2018, at 1:00 pm eastern time.**

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