



Annual National CAPS Committee Meeting
February 7 – 8, 2018
National Detector Dog Training Center
Newnan, Georgia
Meeting Minutes



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Participants



John Bowers	Mike Evans	Brittaney Allen	David McClure
Lisa Jackson	Megan Abraham	Dale Anderson	Feridoon Mehdizadegan
Rick Zink	Helmuth Rogg	Ian Foley	Tara Holtz
Greg Rentschler	Tiffany Mauro	Heather Moylett	Bill Kauffman
Eric Ewing	Darrell Bays	Dan Mackesy	
Kim Rice	Emilie Inoue	Cindy Music	

Welcome



The meeting this year marks the 10th anniversary of the NCC in its current, modern form after the program was redesigned in 2006-2007. The first NCC meeting under the new structure was held in Raleigh, NC, on January 15-17, 2008, at what was then called the PPQ Eastern Region headquarters. Since then, the meeting has been held in various locations across the United States with the intent on selecting a location that highlights a part of the safeguarding continuum, e.g., PPQ State Plant Health Director (SPHD) offices in the border states Texas and Arizona, State Plant Regulatory Official (SPRO) offices in the high risk states of Florida and California, the Miami Plant Inspection Station, and McAllen and Edinburg, Texas, with the Survey Supply warehouse and the Fruit Fly SIT program. The NCC also met at the National Detector Dog Training Center in Newnan in 2010. This is the first location to host a second NCC meeting.

State and PPQ Welcome and Overview



Bill Kauffman, the PPQ SPHD of Georgia, gave an introduction to Georgia and an overview of PPQ activity in the state. The Georgia SPHD Office is co-located with APHIS-VS and the National Poultry Improvement Program in Conyers, GA. Major activities include inspection of propagative material, inspection for exports, monitoring treatments, conducting surveys, and administering 8-13 cooperative agreements, including six Farm Bill projects.



Georgia is a key state for agriculture. Agriculture is the #1 industry in the state with a worth of \$72 billion, and accounts for 400,000 jobs. Forestry also is a big industry. PPQ Georgia has a staff of 35, double the 2006 staffing level. The image site Bugwood is located at the University of Georgia in Tifton.

The Atlanta airport (ATL) and Savannah maritime port are two major ports of entry into the U.S. Over 300 million plant units are imported per year at the ATL inspection station (2nd behind Miami). The Savannah port is growing rapidly, and recently was dredged to accommodate larger ships. Activity at this port will continue to grow.

Bill also discussed Asian Gypsy Moth (AGM) and Emerald Ash Borer (EAB) survey activities in Georgia. An AGM male was found in the Savannah port in 2015. They currently are on the third year of a delimiting survey with no recent detections. Emerald Ash Borer was first detected in Georgia in 2013. There is now a full state EAB quarantine.

NCC Introductions



There were new faces at the NCC meeting this year. Those starting the first year of their first term include Kim Rice, Helmuth Rogg, and Eric Ewing. For Helmuth, this marks his second turn on the NCC. His previous stint was as a State Survey Coordinator (SSC) representing the SSCs in the Western Plant Board states. Tyson Emery and Sherry Aultman had other commitments and could not make the meeting. Mike Evans (GA SPRO) and Brittaney Allen (AL SSC) represented the Southern Plant Board and the SSCs in the Southern Plant Board States, respectively, in their place. Additionally, Tara Holtz, Assistant Director in the PPQ Plant Epidemiology and Risk Analysis Laboratory (PERAL) attended as the Lab will have more responsibility to support the CAPS Program going forward.

Meeting Overview



Everyone at the meeting was there because they represent a constituency in the CAPS community. The NCC members are the voice of the larger CAPS community so that the whole community can have ownership in the Program. While the NCC needed to bring their local and regional perspective, they also needed to think nationally, and how what was discussed, and what will be discussed in the future, will affect the program as a whole.

At all NCC meetings, everyone is equal without regard to role or responsibility; everyone's perspective and voice is respected, and needed. NCC participation as a voice for their constituency is what makes these meetings successful, and by extension, the CAPS Program successful. The NCC meeting is a safe place to speak your mind, bring up ideas, and provide feedback and input.



NCC Bylaws Review



The NCC was asked to review the Bylaws in advance of the meeting, and were asked if there needs to be any changes to the Bylaws or representation on the NCC. All agreed that the Bylaws themselves do not need to be changed, but that state representation and communication among roles and constituencies could be improved.

Representation

One issue brought up was that there was a perceived lack of exposure to the NCC by state personnel, and that the lack of a National CAPS meeting amplifies the issue. In the absence of a national meeting, then additional representation on the NCC from the states may be worth considering. Along these same lines, is PPQ presence too large compared to state presence on the NCC? What is the right balance given that most people already have too many meetings to attend, it is difficult for state folks to get travel approval, and that the NCC meeting is full with 20-25 people attending as is?

If we modify representation on the NCC, how do we do it and how do we select people. One recommendation would be to have two at-large state positions with a 1-year term that the National Plant Board, Board of Directors would appoint; perhaps a BOD representative and the other rotating through the NPB regions (SPRO or SSC). Using the criterion of a high-risk state may be useful. This would have the benefit of increasing state involvement and engagement with the Program.

Are there too many PPQ folks attending the NCC meetings? Currently there are four from S&T, however, with the restructuring in progress within S&T, this number will be pared down. There are two SPHDs and two PSSs on the NCC. All agreed that these are sufficient and needed. Currently, the geographic PPQ representation is skewed towards the east. Both SPHDs and PSSs should recognize this when nominating representatives as a more balanced east/west representation is preferred, and should facilitate communication. In the future PPQ participation at the meeting will be evaluated on an as needed basis in order to keep the participation and costs down and the meeting more balanced.

Communication

There was a lot of conversation about communication both within and across constituencies. One of the main functions of the NCC is to ensure that Program communication goes throughout the various constituencies, and that constituent issues are brought to the NCC for discussion. It is the responsibility of the NCC member to ensure that this communication happens within their constituency.

A particular issue was discussed in the PSS constituency. Not all states have a PSS within their state as many PSSs cover multiple states. This results in uneven communication. One idea is to



include PPQ personnel who may not have the PSS title, e.g., Plant Health Safeguarding Specialists (PHSS), but perform many of the same functions in a state without a resident PSS. While it was agreed that it will not be necessary to add this group to NCC membership, the PSSs should identify people in states without a resident PSS and include them in their communications. These people will then be able to facilitate the conversations with their state counterparts.

It was noted that not all SSCs are receiving information from their PSSs. This is an important aspect of inter-constituency communication that helps make the Program run smoothly. The PSSs hold regular conference calls, and one way to ensure that communications take place is for every PSS (or PHSS) to forward the minutes of the PSS call to the SSC in their state. These issues should be discussed at the State CAPS Committee meeting to make sure effective communication occurs.

Would a regular national SSC call much along the lines of the PSS call help? Should the SSCs be invited to the PSS call on a regular schedule? Are webinars or national calls on specific topics needed?

Action Item (NCC): The NCC will further discuss: 1) Additional State membership on the NCC, 2) Review PPQ NCC membership and attendance at the Annual NCC Meeting, 3) Discuss further, facilitate, and provide guidance on PSS and SSC communication from both national and state views.

Update: Item 3) has been initiated on the March 2018 NCC call and documented in the Minutes to that call.

State CAPS Committee Meetings

Each State should have a State CAPS Committee meeting on an annual basis to discuss results of last year's survey and planning surveys for the next year. Having these meetings aids in the vital communication necessary to run a successful program in the state.

The question was asked as to whether it would be helpful and/or beneficial for those organizing and/or running the meeting to have some form of meeting facilitation training to better ensure a productive and successful meeting. Do people need help with meeting facilitation? Perhaps create a mentorship program for new PSS/SSCs, or have those wishing to do so attend a meeting hosted by someone with experience and noted for organizing good meetings.

Action Item (NCC): The NCC should discuss the need or desire for facilitation training with their constituency. If enough people, including SPHDs, SPROs, PSS, and SSCs, are interested, then John will talk with PDC about the possibility of arranging the training.



PSS Peer-to-Peer Toolbox

The Pest Survey Specialists have initiated a project to promote collaboration and the sharing of expertise and training among the PSSs. As of now, the toolbox consists of a PSS SharePoint site that will contain, among other items:

- PSS Discussion board (we need to decide how permissions will be managed)
- Include Related links such as: IPHIS/CAPS/PSS Directory
- Survey Supply Best Management Practices document
- Screening Aids
- PSS Area of Expertise Excel file started by Avi (still in progress)
- CAPS intro Guidebook (once completed)

Other information will be added as the project matures. PSSs should share this information with their SSC counterpart as needed.

The idea of the PSS Area of Expertise document was to create a document where PSSs list areas where they have experience. Columns included: *name, state, years with PPQ, years as PSS, Surveys conducted, technology and software, outreach, screening and identification, emergency response, cooperative agreements, other*. This will let PSSs know who they can reach out to when they have questions or would like some input from a PSS who has experience in a particular category. This is available on the PSS SharePoint Site, and PSSs are encouraged to add their expertise to the document.

PSS Training Needs

Pest Survey Specialists have expressed the need for training. Some possibilities include:

- Shadowing other PSSs
- Submitting Farm Bill proposals for training topics such as: identification workshops, data management, risk assessment, GIS training, planning surveys, specimen handling, etc. A work plan would have to be developed. Tiffany would like to get a little working group together to develop topics. Reach out to her if you are interested.
- There was mention of reaching out to the PDC to see what they have available for PSSs and SSCs. Based on past experience some PSSs feel it would be best to develop something outside of the PDC in order to get the technical level desired. The Farm Bill-funded workshop organized by Nichole Carrier was very successful and is a useful model for additional trainings or workshops.

NCC Rotations

The NCC rotation schedule was reviewed. Tyson, Emily, and Darrell are in the final year of their first NCC term, and may be re-nominated by their constituency for an additional term. Sherry is in the final year of her second term and will rotate off the NCC at the end of 2018. Discussions regarding these positions on the NCC will be held in the various constituencies later this year.



Monthly NCC Conference Call

Timing of the monthly NCC conference call on the first Thursday of the month at 1:00pm ET still works for everyone.

PPO Vacancies



Field Operations

Lisa gave an update on the vacant PSS positions in Field Operations. Currently, there are four vacancies, and all have been kept in the budget.

- OK/CO/KS – cleared for pushing hiring waiver through
- TX – announced, interviews in the next few weeks
- GA – next on the list
- MD/PA – recently vacated Dec 2017

Review of positions is based on when the position was vacated. Additionally, there is hesitation with leadership due to budgetary concerns because filling a position locks in salary, and the funding may not be there in the future. Also, the current Administration wants a reduction in staff, so PPQ may have funding but not able to fill positions. All positions now go to the Office of the Secretary for approval. This was not necessary in the past, and it slows process further.

Science & Technology CPHST CAPS Support and S&T Realignment

The CPHST CAPS support team is still understaffed. Lisa and Melinda's positions, both vacated in January 2017, still remain unfilled. Lisa has helped a lot even though she no longer works for S&T. Heather and Dan both did 120 day TDYs in 2017, but the staffing levels remained at two people (previously four). One new scientist position with S&T will be announced, hopefully soon, and it will be located on Tara Holtz's staff in the PERAL lab in Raleigh. Tara will perform the role in S&T that Russ Bulluck held previously. This change is the result of a restructuring process underway in S&T that aims to help with resource allocation and prioritization of work. The CAPS work priorities for S&T in 2018 will be discussed shortly, and much will depend on future staffing levels on what can be accomplished to support CAPS.

The workflow for CAPS Support work requests also is undergoing a change. Previously, requests were directed directly to Dan and/or Heather, with discussion among the PDMT to prioritize if work load became an issue. Going forward, new requests for work to support CAPS will need to go through John and/or Lisa, who will enter the request into S&T's work management system, CPHST Project Information Assistant (CPIA). S&T will not have the ability to self-generate work, but must be requested through either Policy Management (John) or Field Operations (Lisa). The CAPS community should continue to submit any requests to John, Lisa, Heather, and/or Dan, and the PDMT will work on the proper routing to get the request moving. Analysts in the PERAL Lab will play a more important role in support of CAPS. As CAPS Support will still be under staffed, and there will be a more formal process to request



work, the completion of the work or the deliverable will likely take longer than usual, and new products and updates will take longer to appear. Therefore, it is important that CAPS needs and context is continually communicated. This year will be focused on getting backlog sorted out and developing a plan for improving plant pathogen, and some arthropod, diagnostics.

Action Item (NCC): In order to get the most out of the S&T reorganization and changes in processes, The PDMT needs to know what the CAPS community needs from S&T and what is unnecessary so that work can be prioritized and plans for resources developed, e.g., an Apple/Pear Manual. The NCC should take up these questions at the Regional Plant Board meetings, on calls with their constituency, and on other group calls, e.g., SPHD calls, to obtain answers.

2017 NCC Meeting – Review of Action Items



The 2017 NCC Action Items and updates were made available to the NCC in advance of the meeting so that they could be reviewed and any questions prepared. This was done to be more efficient and save time at the meeting. Most Action Items have been completed, but a couple are ongoing. See [2017 NCC Action Items](#) for details.

There was discussion regarding the state-specific automated accomplishment reports from CAPSIS that Susan Schechter demonstrated last year (an offshoot discussion of #7, automated work plan templates). These were given a low priority last year, but some states would like to use them as a template for internal reporting, outreach, etc. where actual numbers could be pulled from the system and a narrative specific to the purpose of the report could be developed. These are available in NAPIS. Users are requested to submit suggestions on how these can be improved, formatted, etc. so that they are more useful.

This, in turn, generated a discussion regarding Accomplishment Reports in ezFedGrants. Accomplishment Reports previously submitted directly to the ADODR now must be submitted through ezFedGrants. At minimum, all activities funded through the cooperative agreement need to be reported. Including state-funded activities within the same survey or project is beneficial to show the overall effort. Several years ago guidance was provided regarding including state contributions on the financial forms. At that time some had concerns because if these were included, then the state would be held liable if the agreement were to be audited. If states wanted to show state contributions, but not show cooperator share on the financial forms, then the option is to include that information in the Survey Summary Form and in the Accomplishment Report. It is up to the State to decide what to do one way or the other.

Items 11-15 refer to discussions about merging the CAPS, PPQ, and Farm Bill Goal 1 Survey processes together. This is still the goal, but conversations within PPQ have stalled. A redrafting of the proposal will occur during 2018. The new suggestion format introduced for 2018 Farm Bill Goal 1 Survey was an initial attempt to start answering some process questions



related to items 14 and 15. States would like some continuity from one year to the next and assured of a minimum level of funding. Pest Detection/CAPS is more assured, while there are no guarantees in Farm Bill. If Pest Detection is not covering infrastructure, then Farm Bill survey will not occur. CAPS has a funding ceiling where Farm Bill does not. Infrastructure would be all Pest Detection. Indirect rate is capped in Farm Bill due to the source of the funds, but not in Pest Detection. The indirect rate is going up significantly in some states and possibly eroding the program. Indirect rate is federally negotiated and beyond USDA control. Merging the two process would allow the PDMT to better manage these considerations and processes so that surveys for high-risk pests still occur across the country.

CAPS Performance in 2017



Metrics and Measures

John gave his annual update on CAPS [Measures and Metrics](#). 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.

Below is a portion of the report delivered to APHIS in the annual Status of Program Report for Congress. This summarizes information in the presentation.

In FY 2017, APHIS and cooperators conducted a total of 279 commodity- and taxon-based surveys in 50 States and 3 territories (with 122 surveys conducted by States and 157 by APHIS). The program targeted 140 high-risk Priority Pests of national concern for survey in corn, oak, pine, small grains, soybean, and nursery crop commodities, as well as exotic wood boring bark beetles and cyst nematodes, among others, representing 96 percent of the target pests suggested for survey in the 2017 Pest Surveillance Guidelines. Including pests of State priority, the program targeted 276 unique pests for survey in FY 2017, surpassing its performance target of 220. Surveys consisted of multiple pests for efficiency and economy of survey, with an average of 5.7 pests per survey, 18.5 pests per State, and 2-3 surveys per State. Along with surveys conducted through the FY 2017 Farm Bill Plant Pest and Disease Management and Disaster Prevention program, APHIS and cooperators added 115 additional taxon and specialty crop commodity surveys resulting in the targeting of 369 unique pests in the overall pest surveillance effort.

Twenty-one new species in the United States were detected and confirmed through Pest Detection surveys, or otherwise reported to APHIS through entry in the National Agricultural Pest Information System database, as new or re-introduced to the United States. All new plant pests were significant and listed as quarantine significant pests at the time of detection, where action would be taken if detected on conveyance at a port of entry. Examples include: *Phloeotribus scarabaeoides* (olive bark beetle) and *Colletotrichum orchidophilum* (anthracnose)



and leaf-spotting fungus) in California; *Pestalotiopsis podocarpi* (leaf blight and dieback fungus), *Coremothrips pallidus* (a thrips species), and *Colletotrichum tropicale* (anthracnose fungus) in Hawaii; *Thrips setosus* (a thrips species) in Michigan; and *Rhagoletis cerasi* (European cherry fruit fly) in New York. Having information about these detections allows State and local authorities to take action to prevent the spread of the pests. In addition to the annual surveys and pests that are found each year, the Pest Detection program increases awareness of invasive plant pests and diseases and ensures that trained professionals are in the field, monitoring the health of U.S. agricultural production areas, forests, and rangelands.

The program's target for FY 2017 was to detect, through the surveys, 85 percent of the significant pest introductions before they spread from the area of original colonization and caused significant economic or environmental damage. All (100%) new detections were localized at the time of their detection in FY17. Only one of these pests (*Rhagoletis cerasi* in New York) was a high-risk pest of national concern specifically targeted for survey through the two programs; in effect, demonstrating freedom from high-risk pests nationally.

During the presentation there was discussion and question on certain topics. One question was why are PPQ program pests, e.g., emerald ash borer, listed on the Priority Pest List. The pest lists are always reviewed for the appropriate pests, and updated annually with the guidelines. Due to the lack of staff, for more than a year now, in CPHST CAPS Support, some things have not been able to be accomplished as thoroughly as before, and as a result, slide into the next year. There are several instances when the next Guidelines are published that changes that normally would have been made, were not, and will roll over until they can be addressed. Also we need to remember that with some pests that are present in a state or region, they are still exotic in another state or region.

Another question was regarding the funding of specialty crop surveys through CAPS instead of Farm Bill. This goes to the heart of why CAPS, PPQ, and Farm Bill surveys need to be managed as one, and let the PDMT decide the best funding source for a given survey. Until that happens, we encourage states to follow the guidance for what will be supported where, but we recognize that there will be spillover in both directions based on a state's priorities at the time.

NAPIS Data Entry

NAPIS data entry was reviewed during the presentation. Based on the Priority Pests listed in the Survey Summary Forms, there is no data in NAPIS for a significant number of Priority Pests. For example, for 2016 surveys, there is no data in NAPIS for 13 Priority Pests that are listed in the Survey Summary Form for surveys conducted in 2016. This is not a good situation, and accountability needs to be installed. All states should check the CAPS and Farm Bill [Accountability Reports](#) before work plans are submitted to ensure that data entry has occurred. The PDMT will consider this as a webinar topic.



Action Item (NCC): The NCC shall communicate with their constituency the need to fulfil the requirements of the cooperative agreement by the timely entry of survey results into the NAPIS database. The CAPS and Farm Bill Accountability Reports on the CAPS R&C website should be checked for completeness.

Action Item (PDMT): Message to Pest Detection ADODRs. All ADODRs shall check both the CAPS and Farm Bill Accountability Reports when deciding to approve an Accomplishment Report and a final request for reimbursement. If NAPIS data is missing in the Accountability Report, then an explanation needs to be present in the Accomplishment Report justifying why the data is not in NAPIS. Otherwise, the Accomplishment Report and final request for reimbursement should not be approved.

Action Item (Lisa): Lisa will review the Accountability Reports ahead of when work plans are due for the next year. States with missing data without justification will have their work plans placed at the bottom of the pile, and may not be reviewed until data entry has occurred.

Performance Measure for USDA

For the FY19 funding cycle, The Pest Detection performance measure “Percent of high-risk target pests on the Cooperative Agricultural Pest Survey (CAPS) Priority Pest List for which surveys are conducted” has been selected as one of three program performance measures from APHIS that will be tracked at the Department level in support of the USDA Strategic Plan. This is a big deal, and recognizes the work that everyone in the CAPS community contributes to safeguarding our agricultural and environmental resources. As a note: the documentation submitted clearly states that significant decreases in the Pest Detection budget would significantly decrease the expectations of this measure. ↑

As this performance measure is for the Pest Detection line item, it will be necessary to treat this as a combined State and PPQ measure. For the most part in past years, PPQ’s contribution to the measure has been minimal as the rigor necessary to bring PPQ in line with the State in the program has not yet been fully fleshed out. There is still the understanding in some corners of PPQ that CAPS is just a State program. This is not so. CAPS is an umbrella that covers the cooperative efforts of both PPQ and the States in the early pest detection mission. As such, PPQ surveys need to follow the same guidance as the States. This has not always been the case, e.g., single pest surveys. Going forward, the PDMT will have discussions with Field Operations management on how best the program can message this out and provide more management of the surveys conducted by PPQ with Pest Detection funding.

Action Item (PDMT): John and Lisa will work with Field Operations management and the SPHDs on how best to instill accountability and management of Pest Detection surveys and the budget requested for those surveys. Messaging will be worked on over the coming year.



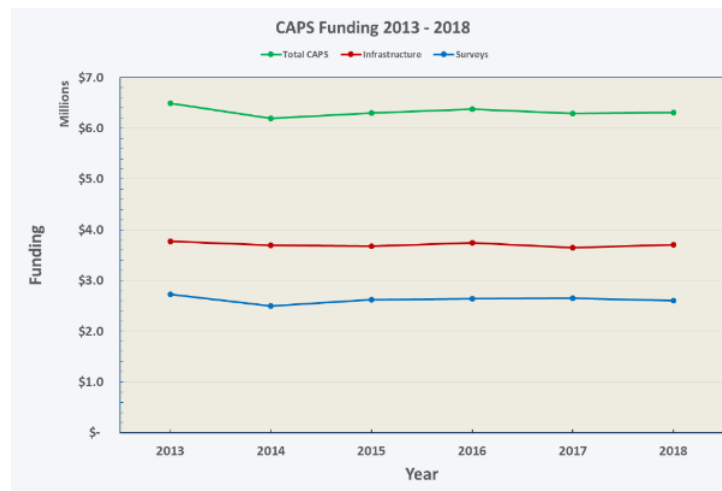
Budget and Funding



Congress passed and the president signed the fourth Continuing Resolution for FY18. This funds the government through March 23. FY18 cooperative agreement funding has not been affected so far. It remains to be seen what the situation will be after March 23.

The President's FY19 budget includes much less funding for Pest Detection. Historically, however, Congress has restored funding to previous levels. It is early in the FY19 budget development process, and Congress is still grappling with FY18, so it is difficult to tell what will happen. In PPQ, we are being directed to prepare for FY19 based on the FY17 budget as that was the last real budget received. Guidance for FY19 cooperative agreements has not been formulated as yet (waiting on what happens by March 23), but it is very likely that States should prepare for FY19 funding for the amount received in FY17.

The PDMT realizes that funding has been, and will continue to be, an issue. The spending power is eroding more and more each year due to increased direct costs, salary costs, indirect costs, and general inflation. This year there has been a noticeable increase in indirect costs, with significant increases in some states. While farm Bill can limit indirect costs due to the source of the funding, Pest Detection cannot. The indirect rates vary by state, and are negotiated at a higher government level. With the inability to increase funding to cooperative agreements to compensate, actual survey funding is getting squeezed tighter.



National Pest Surveillance Summit



On the last day of the meeting, February 8, 2018, at 4:55 pm, an email was sent from the Deputy Administrator's Office to the National Plant Board and the State Plant Health Directors, and cc'd the PDMT, the Chief of Staff in each CFA, and the Plant Health Programs Board of Directors denying a national CAPS meeting. This decision was made without any communication with the Pest Detection/CAPS Program. There was no discussion on how PPQ could facilitate holding the meeting, etc. In the email, the PDMT and NCC was asked to "explore other means for



enhancing collaboration, sharing information, and promoting consistency within the program. This includes leveraging upcoming forums, like the Regional Plant Board Meetings and the National Plant Board Annual Meeting.” The email further went on to say, “As stewards of the taxpayers’ dollars, we must pursue the most cost effective means to achieve our goals and accomplish our mission.” It appears that this meeting will be very difficult to have in the current climate. The meeting will likely not take place before 2020 at the earliest, or until the PPQ Management Team has a better handle on the budget.

There was a lot of discussion and ideas regarding approaches to the meeting, and we are keeping track of all ideas. The venues referred to in the email are non-starters for a host of reasons, and likely the result of non-familiarity with a national CAPS meeting. Approaching it as suggested would not be cost-effective and not result in shared learning opportunities with participant, peers, and colleagues across the country. Past planning for a national meeting consisted in over 30 people participating in demonstrations, workshops, and other activities in the CAPS Fair or otherwise scheduled for presentations that were not part of our four core constituencies in the CAPS community. Do we take this troop around to each of the Regional Plant Board Meetings? Can we be assured that all members of our core constituencies will attend a National Plant Board meeting, and what will be the time constraints? The PDMT does not see how a national CAPS meeting or any substitute will mesh with any Plant Board meeting and accomplish the same objectives. However, the PDMT will still keep the hope alive and the fire burning that the CAPS community can come together and be recognized for your important role in safeguarding the United States.

2019 Pest Surveillance Guidelines



Generally, the National Pest Surveillance Guidelines are in good shape, both in content and format. The content will not change (or very little as noted below), and the format on the CAPS Resource and Collaboration website seems to work for everyone. The most up-to-date information is on the [Resources](#) page, while the individual Guidelines pages contain the content for that specific year. The practice of having individual documents will continue.

Action Item (NCC): The NCC and their constituencies should review the 2018 Guidelines and supporting documents for edits, comments, and suggestions that can be incorporated into the 2019 Guidelines. Are there any improvements needed or topics or content that should be added?

Work Plans

The work flow for work plans is the same as last year. Work plans will be submitted to the SPHD office, who will then upload them to the Field Operations SharePoint site for review by Lisa. Once approved and a budget available, the agreements staff will create the opportunities in ezFedGrants. States will then respond to the opportunities by entering the work plans in



ezFedGrants. The cooperative agreement process through to closeout will take place in ezFedGrants.

Templates

There was some discussion revolving around the work plan and accomplishment report templates. It was noted that this year folks were not using the most current work plan template. It was suggested that a version number or year be added to the templates yearly so that everyone knows that it is the correct template for that year. Changes to a template will be messaged out on the monthly NCC call.

States should be evaluating their surveys and pest lists on an annual basis at the State CAPS Meeting. Copying and pasting last year's work plan is discouraged.

There were several other suggestions for improving the templates, such as creating a fillable pdf file or an online form that could then be printed or saved as a pdf file, have the same template for both CAPS and farm Bill Goal 1 Survey, and removing the CA# from the template because that designation is not used in ezFedGrants.

Action Item (PDMT): The PDMT will look into the feasibility of a fillable pdf file or an online form for creating work plans. Having it integrated with the Survey Summary Form would be a benefit. Other suggested changes also will be reviewed and changes made if possible, e.g., adding a version designation.

Separate vs. Combined Agreements

Feedback was positive regarding combining surveys into a single work plan. Combined agreements reduced paperwork. The work plan template was updated for 2018 to accommodate combined survey work plans. States must still enter individual surveys into the Survey Summary Form. This is important for the accurate reporting of metrics and measures. An online work plan template may facilitate this work.

Action Item (Lisa): Lisa will make sure the correct FY19 Survey and Infrastructure amounts are in the Survey Summary Form. Lisa also will plan to send the SPHDs the amount for their state(s) each June so they can ensure the correct amount gets into work plans.

Timing and Deadlines

The due dates for both CAPS work plans and Farm Bill suggestions overlap. CAPS work plans are due the middle of August, and the Farm Bill suggestion open period is 6 weeks in July to August. This is in the middle of field season, and getting everything submitted is difficult. Farm Bill Goal 1 Survey work plans will be due 2 months after the official announcement, so that should not conflict with survey season or other due dates (except this year when the spending plan announcement is greatly delayed).



Two options were discussed: 1) having a separate open period for Goal 1 Survey, or 2) moving the due date for CAPS work plans into September. It is unlikely that the Farm Bill will have an open period just for Goal 1 Survey, but the PDMT will discuss the logistics with the Farm Bill Team. The second option is more likely to be feasible, with a suggested due date for CAPS work plans as COB September 7, 2018. State CAPS Committee meeting should happen early (spring/early summer) in the year to allow for adequate planning time for both CAPS and Farm Bill.

Action Item (Lisa): Lisa will evaluate the time and commitment involved in reviewing work plans to determine if a September 7 (or other) date allows enough time to adequately review work plans and have a draft spending plan available for Field Operations.

Funding

The current funding formula, plan for what you got last year, has been the mantra for quite some time. Is it sustainable? If funding is cut should funding decisions be made based on risk or a percentage across all states? High risk states likely need and have justification for maintaining funding, but cutting low risk states could be problematic. Any cuts to agreements over 10% could lead to funding infrastructure only with little or no survey work. By cutting a percentage across the board everyone will be unhappy, but will feel “in it together.” If cuts are based on risk, then this may cause resentment in some states. How will risk be defined, and can everyone agree on the definition and how it is applied?

Indirect Rates

Indirect rates and the application of those rates in the financial plan varies among the states, and there has been a significant increase in the rates in some states this past year. Unlike Farm Bill, Pest Detection has no recourse but to accept the negotiated state rate. Significant increases in the indirect rate will affect funds available for the SSC in Infrastructure and the scope of surveys.

Data Management

There is no change in data guidance; all survey results need to be entered into NAPIS. PPQ data collected with Pest Detection funding is to be shared with the State cooperator. My Surveys are/will be available for PPQ in NAPIS based on information in the Survey Summary Form. The SSC can download and pass to the PSS to facilitate data preparation.

Action Item (NCC): Message to PSSs and SSCs. The SSCs and PSSs (or the person fulfilling that role in a state) should discuss data entry. The PSSs should make sure that all Pest Detection-funded surveys are captured in the Survey Summary Form. The SSC will then be able to download a My Surveys spreadsheet for the PSS to prepare data before sharing with the SSC. Both the PSS and the SSC should work together to ensure all of a state’s Pest Detection/CAPS data is correctly entered into NAPIS.



Consequences for Non-Compliance

The Accountability Report matches NAPIS data entry by year and survey with information in the Survey Summary Form. Data from 2015 and 2016 is still missing in NAPIS (see the discussion under CAPS Performance in 2017). What do we do about non-compliance with data entry? The NCC talked about this last year, and there are a couple of proposals on the table. One course of action would be to cut funding for Infrastructure since this is where data entry is supposed to occur with the SSC. The other course of action would be to not review or approve work plans for the next year unless data entry is up-to-date or an accepted justification is in the Accomplishment Report for that year. The cooperative agreement is a legal document that requires data entry, so failure to comply should have consequences.

Mobile Technology / Data Collection

There is a lot going on with the development and use mobile technology for survey management and data collection. It is the Program's view that how states manage and collect data is the purview of the individual states, and that they can use whatever technology best suits the processes and practices in the state. The Program does not endorse, support, or disapprove of any method or technology as long as one of the outcomes is to facilitate data entry into NAPIS. Infrastructure funding allows for the support of the SSC position that includes computer and other equipment for managing surveys. A handheld device or tablet for applications to manage and conduct surveys is appropriate. However, this purchase is for only one for the SSC. The Program cannot afford to support purchases for the whole survey team, program, department or agency.

A national meeting would be the perfect place to showcase and share what different states are doing in this area.

Data Sharing

PPQ has a General Memorandum of Understanding with each state that allows sharing data with the responsibility to protect the data and share no further.

Survey Supplies



Orders

Last year there were too many trap and/or lure orders placed outside of the specified ordering period, i.e., there were over 80 late orders last year. This cannot continue for a variety of reasons outside of an emergency response. There are three open windows for orders; CAPS and PPQ have two open periods, and Farm Bill has one open period. The idea of a firm close on the open period and the consequences of doing so was discussed.

A couple of issue were identified if people could not order traps or lures. If the orders are not filled, the agreement cannot be fulfilled, i.e., survey not done, and the funds will be deobligated. The language in the work plan says that PPQ will provide the traps and lures and nothing about



time frames or deadlines. A weak argument given that open period window are widely broadcast, however, language should be added to the work plan to support the timeframe requirement. Additionally, adding the open period dates and deadlines to an online/SharePoint calendar may help. Give each state one free pass?

Action Item (SSPP): Message to CAPS community. To avoid the late ordering situation, it was agreed that the SPHDs should communicate the expectation to get orders done on time, and inform PSSs that it is their responsibility to review IPHIS orders for completeness. To facilitate this the PSS and SSC should be aware of survey plans and supplies needed to carry out the survey plans. This should be communicated as a program wide policy, and then SPHDs can push the message.

Guidance for Lures

The Survey Supply program is working on new lure guidance with the Otis Lab to determine the length of efficacy of lures in storage. As of now, instead of keeping last year's lures in freezer, states will be encouraged to order new lures each year. There is no point in hoarding lures. Phase 1 will concentrate on moth septa lures. The future onus will be on PPQ to supply good lures. Otis-produced lures now have an expiration date, but states should still always check the expiration date before deploying the lure. Additionally, it is never a good idea to keep lures in a truck all season. The guidance will emphasize the proper storage of lures, and should be followed to ensure the validity of the survey.

Farm Bill

Feridoon updated the NCC on the status of the 2018 Farm Bill Spending Plan. For the FY 2018 Farm Bill Program, APHIS solicited project suggestions and received 790 submissions to strengthen, prevent, detect and mitigate invasive pests and diseases focusing on the six strategic goals: Enhancing plant pest/disease analysis and survey; Targeting domestic inspection activities at vulnerable points in the safeguarding continuum; Enhancing and strengthening pest identification and technology; Safeguarding nursery production; Enhancing mitigation and rapid response capabilities; Conducting targeted outreach and education. The 2018 Farm Bill will allocate \$63.55 million in funding to support 470 projects under the Plant Pest and Disease Management and Disaster Program and \$6.05 million for the National Clean Plant Network to support 28 projects under the National Clean Plant Network.

As of this writing, the Spending Plan has been approved by the Department and awaiting coordination by Legislative and Public Affairs for its announcement and release via the Stakeholder Registry.



Note: For Goal 1 Survey, all work plans are due to Field Operations no later than 2 months after the release of the spending plan on the Stakeholder Registry. Please inform cooperators in your state of this due date.

CPHST CAPS Support



Current Status

Rick gave an overview of CPHST CAPS support. He discussed briefly the new Sacramento Lab. It will focus on seed health, export, and trade issues. This lab is still ~4-5 years out before it is fully functional. CPHST currently has two staff there in the federal building.

Hopefully, there will be some clarity about future staffing levels in CPHST and the future of CPHST CAPS support this year.

CPHST is working to get more involved in molecular diagnostics that would have once been funded through Farm Bill. Todd Gilligan (CPHST Fort Collins) is conducting a review of molecular approaches and needs for specific moths on the CAPS list and will make suggestions for development of diagnostic protocols and tools and future Farm Bill proposals. Through this process, he is also clarifying taxonomy and sharing these with NAPIS to update the pest dictionary. Any changes should be shared with CAPS CPHST support team to ensure support documents are updated.

David Robinson is updating Mollusk taxonomy, and reviewing the mollusk pest dictionary in NAPIS as well.

Objective Prioritization of Exotic Pests (OPEP)



Heather gave an update on the status of the OPEP model and projects ([NCC CPHST Intro - OPEP Update](#)). The arthropod and pathogen models are validated and in use. The mollusk model is in progress and partially complete. In the next couple of years, a “likelihood of introduction” and “feasibility of survey” model will be completed as well.

As part of a Farm Bill project, PERAL is analyzing current CAPS pests that were added to the list before the OPEP impact model was created. Currently, there are 79 CAPS pests in need of a review. We expect about 32 to be analyzed this year, and funding has been approved for a second year.

Where will OPEP summaries be available, and to whom? One idea is to post them on PestLens (<https://pestlens.info/>). Access to them on PestLens may be beneficial. Another option is to post them on the CAPS R&C website, probably behind the login. However, this will still require the user to obtain PestLens credentials.



Pest Lists



Dan gave an update on the changes to the pest lists for 2019 ([NCC Pest List and Host Matrix](#)). No new pests will be added to the CAPS list this year. Some pests may be removed as new OPEP summaries of current CAPS pests become available. Some pests also may remain on the CAPS list, but be removed from some commodity survey lists. There will also be some minor updates to the host matrix. All changes will be highlighted in the 2019 Guidelines.

The question was asked whether CAPS should continue to support weeds and citrus-only pests. The two CAPS weeds have yet to be evaluated by PERAL using their Weed Risk Assessment (WRA) model. A WRA would be helpful to determine the status of the weeds on the CAPS Priority Pest List.

Action Item (John, Dan): Request that PERAL develop a Weed Risk Assessment (WRA) for horse thistle and yellow witchweed, and use the results to determine whether or not to continue supporting surveys for these weeds.

Update: Weed Risk Assessments requested in CPIA and work approved.

Early on, the CAPS program turned over the Citrus manual to the Citrus Health Response Program (CHRP) and stopped supporting citrus pests. However, a few sub-tropical states and territories conduct citrus surveys through CAPS or Farm Bill. The question was raised as to whether or not citrus pests should still be supported and be on the Priority Pest List. Do we continue to evaluate new citrus pests that are suggested to us, or do we turn them over to the CHRP?

Action Item (PDMT): The PDMT will engage the CHRP and discuss survey efforts and pest lists to avoid duplication of efforts, and set up a protocol for further interaction.

Criteria, Host Damage

There was a group discussion about host damage and when to survey for a pest or not in a specific host ([NCC Host Criteria](#)). A lot of surveys take place in hosts where the evidence of damage is only indirect. An example is surveys for *Autographa gamma*, which is currently on six different commodity survey lists without direct host evidence for four of those commodities (cotton, grape, soybean, wheat). *Autographa gamma* has never been found in any hosts with only indirect evidence in the literature. Additional surveys are taking place in minor or experimental hosts.

The following definitions will help in this discussion.

- **Direct Evidence:** Primary information from a credible source. A credible source is any one of the following: Any publication that involves a technical quality control process (e.g. peer-reviewed journal, published book, university extension publication, government research publication, etc.), or an official government communication referring to a distribution record in its own country.



- Indirect Evidence: Secondary information, information found in host lists/checklists or databases, or referred to in paper introductions without additional description of damage or relationship.
- Major Host: For the purpose of CAPS surveys, CPHST defines Major Hosts as hosts that are listed as major, primary, or preferred in the literature, with primary information on economic or environmental damage. Major hosts are hosts on which high levels of damage have been recorded and are therefore important to protect from an economic standpoint, and are a likely place to detect early infestations of the pest.
- Minor Host: A known host that does not appear to be a major host with damage as defined above. For arthropods and pathogens, there may be only one paper that cites the pest as a host, some information but without a description of the severity of the impact to the host, damage or feeding described, but does not reach economic injury levels, no evidence to support “potential to cause damage” in recent literature, or no recent literature to support claims of pest status reported in older literature (cultural, pesticide, or other cropping systems may have changed).
- Experimental Host: Association has only been demonstrated under experimental conditions/lab setting. No evidence that the host is capable of sustaining the pest “under natural conditions.”

Should we survey for pests in minor, experimental, or hosts with indirect evidence? On one hand, it does not cost a lot to add some additional lures to a survey in a field, so maybe that works. On the other hand, the likelihood of catching the target pest is low, and bycatch in these traps may cause a burdensome workload for identifiers.

Tara suggested that it may be good to continue to survey in minor hosts, which are sometimes used by pests before they become established. As for ‘indirect’ and experimental hosts, that is not a good idea.

PERAL has a list of criteria which they use to determine the status of a host. They like to see direct evidence of damage and reproduction before designating something as a host. Perhaps the CPHST CAPS team should use similar criteria. It may be good to be consistent with PERAL when evaluating hosts of pests

Action Item (Dan): Review the host criteria guidance from PERAL and make a final recommendation to the NCC.

Survey Manuals



Review of Manual Introduction Sections

Heather gave a presentation about proposed changes to the survey manual introduction sections ([NCC Survey Manual Introduction](#)). We currently have 15 manuals with a lot of redundancy.



Items such as trap descriptions and sample submission guidance are the same throughout. We plan to break down the manual introductions to standalone documents that cover all information. These documents will be easier to update as needed and more user friendly for the reader.

Questions to consider include: How can we better present the information in the Survey Manual Introductions; would the idea of breaking them down work for the end user; what information in the manuals could be better presented?

Action Item (NCC): The NCC is asked to consider the reformatting of the Introduction document from a single pdf document to a series of stand-alone documents that cover multiple manuals. Send feedback to Heather and/or Dan.

Action item (Heather): Heather will send out the trap supply checklist as found in the EWB/BB Introduction (p. 22) to solicit feedback.

Approved Methods for Pest Surveillance

Heather reviewed changes to the Approved Methods for Pest Surveillance (AMPS) and a revision of the AMPS table on the CAPS R&C site to make it more functional and easier to navigate ([NCC Approved Methods Update](#)). Feedback was positive. Changes include: the addition of ‘Lure’ and ‘ID/Diagnostic’ columns (difficulty level may be posted here), and removal of the ‘Version’ column. Changes will be announced when they are complete.

Research/Method Development Needs



General/Non-Specific Lures

The topic of general lures was discussed; what they are, how to use them, and issues involving their use. General lures are not specific to a particular species, but rather attract pests from the genus or family level. Currently there is no Program guidance on the use of general lures, but potential uses for finding pests in high-risk areas, e.g., around port environs and along pathways, without having a specific target species could be numerous. Some states already are including these lures as part of their survey program.

The use of general lures takes a different approach to our traditional survey program. Instead of focusing on valid negative data, the general lure approach focuses on finding the unknown we may not otherwise find. This change in approach will affect screening and identification capacity as all catch will need to be evaluated instead of quickly screening out all non-targets. Valid negative data will not be reported based on how the program defines negative data. Therein lies the issue of ‘getting credit’ for the survey if one has nothing positive to report although the effort is important. Despite these challenges within the context of our survey program, how do we accommodate and make space for this important aspect of pest surveillance, and to report out the effort on its use?



Action Item (NCC): The PDMT and the NCC need to draft guidance on the use of non-specific lures in CAPS pest surveillance efforts, and address questions on their use. A special topic working group may be needed.

Host Matrix



Dan presented some changes to the host matrix ([NCC Pest List and Host Matrix](#)). These can be found in the presentation. Some ideas for adding more value were mentioned during the discussions. Some of these were: adding various host maps to the CAPS R&C website and/or adding links to host distribution maps to the host matrix, and adding minor hosts to the host matrix.

Pest Risk Mapping



The future of the pest risk mapping project (to replace NAPPFAST) is uncertain due to staffing changes in CPHST and other internal conflicts. Development will continue into 2019, after which models and project deliverables will be obtained by PPQ for operational use. However, much still needs to be worked out before that happens. It is unknown how things will proceed after that. For those who are unfamiliar with the project, some history is related below.

In 2013, CPHST Fort Collins funded a small pilot project with Oregon State University (OSU) to create new and novel operational maps of pest emergence called “pest event maps.” Beginning 2014, the Fort Collins CPHST Geospatial Applied Technology Team began working closely with the Pest Detection/CAPS Program to identify customer needs for technology solutions. A void was created when S&T decided to no longer support NAPPFAST. A user advisory group consisting of PPQ and state cooperators was established to guide the development of products based on needs in the field. Data catalogues and prototype products were built based on this field input.

During customer planning meetings for 2015 work, the CAPS Program requested updated technology to assist APHIS and state cooperators with options for planning surveillance operations and for targeting pests in both space and time. The goal was, and still is, to push the technology envelope and incorporate the leading thinking and analyses into the development of pest risk models and the mapping of the outcome of these models so that the technology and methodology can be peer-reviewed and publishable.

From the development of the models, two main products are envisioned for temporal and spatial pest risk targeting, Pest Event Maps (PEMs) and Climate Suitability Maps, respectively. Pest Event Maps are calendar-based maps that predict the timing of a pest event or lifestage occurrence. The intent of these products are to support the timing of trap/visual survey deployment. Climate Suitability Maps present the year-round probability of pest survival across all its development stages, and includes areas of uncertainty. The models use novel approaches



and methodologies, and will increase APHIS' ability to efficiently and effectively survey for target pests. Currently, the models and mapping products are in various stages of completion for 10 pests with various biological life-stage strategies as suggested by the state and field advisory team. When available, survey results are used to validate the models, as well as independent model platforms, such as various niche models and Climex models. The charge to OSU is, and always has been, to push the envelope on the science so that the technology and methodology can be peer-reviewed and publishable. We are not at that point yet, thus, a final year of development is needed.

Purdue & CAPS Information Services



NAPIS Data Entry

Cindy Music gave the Purdue update.

Live vs. Dead Insects

There was a debate if we should enter or otherwise distinguish 'live insect' vs. 'dead insect' records in NAPIS. The consensus was 'Yes' to enter both live and dead insect records, and 'No' to distinguishing between the two.

Pest Status Code 'I' for Interception/Regulatory Incident

There was another debate as to whether we should amend the pest status codes to include an 'I' (I+) for an interception or regulatory incident when there is no information that there is an established population in the environment, such as a warehouse detection. There would be parameters around its use, such as only those with data entry rights would be able to 'see' the record and that code would have to be explicitly queried inside NAPIS. Records with a pest status of 'I' also would not appear in the public Pest Tracker website. The use of the 'I' would carry with it the meaning that something was found, it was cleaned up, and no other specimen was detected, and may preclude the use of an under eradication and eradication records for that detection, if the state so chooses to go that route. The use of the 'I' pest status code would be optional and not required for those who wish to make use of it.

Some thought it may be useful for keeping a record of a state's detections, provided the information is properly protected, and for other states to be aware of a potential pest in the same pathway that leads to their state. Others would not use the code or enter that data into NAPIS at all for fear of a misinterpretation that would lead to quarantines against the state or hampering trade. The discussion surrounding NAPIS data entry of a regulatory incident and an environmental detection, and how to distinguish the difference, needs more definition and discussion.

Action Item (NCC): The NCC should discuss the pest interception 'I' pest status code with their constituency to obtain a broader view of whether this would be useful to implement or not, and bring that discussion back to the NCC.



Descriptive and Quantification Fields

The NAPIS descriptive and quantification fields for data entry are being reordered to be more intuitive. This is in development.

My Surveys in NAPIS – Download by Survey and/or Pest

A request was put forward to develop commodity survey templates similar to the Honey Bee template in My Surveys. A full list will download by survey, and then the user would edit based on the survey plan. There was full support to develop and implement this addition to My Surveys.

CAPS Resource & Collaboration

The CAPS R&C site is due a makeover. There is a lot of content on the site and navigation is problematic for some, especially new folks trying to find something. The site will be re-imagined by the Purdue Marketing group with a marketing perspective and easier navigation. Reviewers are needed to test the new website. The goal is to have it ready and available by September.

Survey Summary Form

The Survey Summary Form will be revised by merging separate CAPS, PPQ, and Farm Bill into one Survey Summary Form. The initial goal is to merger CAPS and Farm Bill for 2019.

Action Item (NCC): Reviewers are needed for both the new version of the CAPS R&C website and for the new combined Survey Summary Form. Discuss with your constituency for volunteers. Contact Cindy Music if interested.

Change Request Process

The Change request process for the Survey Summary Form is moving towards automation with the intention of a do-it-yourself process. The new process will automatically generate the appropriate emails for approval, saving time and human interaction.

State View of PPQ Survey Summary Form

A work flow process in the Survey Summary Form is being implemented that will make a state's PPQ Survey Summary Form information available and visible to their State counterparts. This should aid in coordination of surveys.

Survey Methods Reconciliation

Survey methods reconciliation is close to complete. Trap and Sample reconciliation is complete, and codes for are being consolidated for Visual surveys. A few are still a matter of debate, but progress is being made. David will update the Approved Methods with the new codes.



National Honey Bee Survey

The Honey Bee program required all data to be entered into NAPIS. The list of honey bee pests in NAPIS is long, but the lab was not testing for all targets, thus data appear to be missing. States should disregard any missing data for honey bee pests in the Accountability Report.

The Honey Bee program will decide in early March what their future data policy will be. An option is to no longer use NAPIS. However, if NAPIS will still be used, a simplified dataset will be enacted, improved messaging about data entry will go out, and all positive and negative data will need to be entered. SSCs will need to know who in their state has the data so that it can be entered properly in NAPIS

Identification Services



National Confirmation Protocols / Sample Flow

Steve was unable to attend the meeting to follow up on the identification discussion from last year. The suggestion for discussion was about expanding on the identification poster Steve developed with the possibility of developing a flow chart on what to do when a new pest is found in a state. There are many questions states have with regard to where to send samples under what circumstances. There is still an amount of uncertainty around this topic.

The question is, “What should PPQ or the State do with a sample/specimen if a new pest is found during a survey?”

- Send it to the SPHD’s office?
- Send it directly to an identifier?
- If to an identifier – which one?
- If to the SPHD office, what should the SPHD do with it; contact/send it to our local identifier?
- Contact Steve Bullington for guidance as to where to send it?
- When does a sample have to be confirmed by PPQ?
- When can we send samples to a state identifier/expert for identification?
- Does the identification process change with a pathogen (e.g. do we send samples directly to our NPDN lab?)?
- Along with the flow chart, perhaps guidance on sample preparation could be included so everything would be in one place.

It does not seem like the guidance for this issue is very clear. A draft flowchart has been developed, but it needs to be reviewed and discussed. It could be the topic of a CAPS Webinar for the CAPS community, so that it can be reviewed with everyone and questions can be addressed for clarification.



Action Item (NCC): The NCC will discuss with NIS the sample confirmation process and sample work flow, and develop a guidance document/flowchart for distribution. A CAPS Webinar on this topic also is a possibility.

Other Topics

The NCC would also like to know more about:

- Certification of state identifiers and screeners, and how that can be accomplished, and
- Access to Carnegie and/or Mississippi State for EWB/BB samples

CAPS Learning Project



Lisa Keefe (Texas A&M) called in to brief the NCC on the progress and plans of the CAPS learning project funded via Farm Bill. The overall goal of the project is to develop an introduction to the CAPS Program for those new to the Program so that they can feel more comfortable with their new responsibilities.

Since last year Lisa has organized an eight-person steering committee consisting of both PPQ and State personnel from the four core constituency groups and identified learning gaps. The committee has met regularly and worked on this project since last July. The first product, an introductory guidebook with comprehensive information about the CAPS program is nearly complete. A draft copy was included in the meeting booklet and posted on the CAPS R&C site for review ([CAPS Guidebook - Draft](#)). The audience for the guidebook includes new CAPS community members, a refresher for CAPS veterans, and an outreach tool for state program's management and leadership. It should provide enough information to drive good, focused questions and participation in the CAPS Program.

Question: The Guidebook consists of chapters on different topics. Currently it is a single PDF file. Would it be better to break it out into individual documents so that it is easier to revise?

Action Item (NCC): The NCC is asked to review the Guidebook and distribute to your constituency for feedback. Send all comments, suggestions, and edits to John, who will compile the information and share them with Lisa.

Action item (John): Send digital copy of the Guidebook to the NCC so they can forward it to their constituency.

Update: Completed; posted on the NCC page of the CAPS R&C

After the Guidebook, the steering committee was asked what other information a new SSC, for example, may need to know to prepare them for what has to be done in their job. The results of that discussion was that 2-3 videos will be produced on trap construction and placement in the field. Current plans call for two trap construction videos featuring a cross-vane panel trap with



modifications and a Lindgren funnel trap. A third video will present trap placement techniques in the field.

The Forest Service has produced similar videos, and they are posted on the CAPS R&C under [Taxonomic Services / Procedures and Techniques](#) as [EDRR Training Part 1](#) and [EDRR Training Part 2](#). While the subject matter is the same, the CAPS videos will take a slightly different approach.

Tiffany volunteered to be the hands actor in the trap instructional videos. Lisa Keefe and her videographer will travel to New Jersey to do the production in late March. Tiffany and Lisa Keefe will touch base and coordinate.

Still to be determined is who will be responsible for updating the Guidebook and where the videos will be hosted. Likely venues include directly on the CAPS R&C site or on a YouTube channel or similar video-hosting site. John will look into USDA requirements, etc.

CAPS Recognition 2018



Please send your nominations to John for 2018 CAPS Recognition (notes taken from February NCC call).

The 2018 version of CAPS Recognition has begun. The call for nominations went out on January 18. Nominations should include a narrative on the specific activity conducted or achievement of the person or group being nominated that occurred in 2017. 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 16, 2018. Up to three awardees will be recognized publically at the 2018 National CAPS Meeting (if held) or at the 2018 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 Resources page.

Action Item (NCC): NCC should remind their constituency of this important award and encourage nominations of worthy individual and/or groups.

CAPS Webinar Series



The CAPS Webinar series is off and running. This past year there have been webinars on the CAPS Pest Assessment and Prioritization Processes and the CAPS Resource and Collaboration Site, with 80 and 77 participants, respectively. Topics for the next webinars include, but not limited to:

- CAPS Performance Measures and Metrics



- Approved Survey and Identification / Diagnostic Methods (AMPS)
- NIS Sample Submission & Routing (for Confirmations)
- Accomplishment and Accountability Reports
- Survey Supply Processes
- Wood Packing Material (WPM) Survey Tool

Action Item (NCC): The NCC should canvass their constituency for what they would like for a topic for a CAPS Webinar that meets their needs.

Review of Action Items and Responsibility

We did not have time to formally review the action items. Please review the action items in the meeting minutes and let John know if there if anything was not included or if there are any comments, suggestions, and/or edits.

National Dog Detector Training Center Facility Tour



Our hosts gave us a tour of the National Dog Detector Training Center and a demonstration of a dog at work on a mail conveyor belt. The current facility opened in 2009 and holds 30-50 dogs at a time. They obtain their dogs from shelters. They are always looking for Beagles and cannot find enough of them. If you know of an available Beagle, please contact John D. Cooper, Training Technician, John.D.Cooper@aphis.usda.gov 770-254-2538, Cell: 770-557-2359.

2019 NCC Meeting



Portland, Oregon was suggested as the site of next year's meeting. The venue would be at a Customs & Border Patrol (CBP) facility, and would showcase the agricultural safeguarding work of CBP. Helmuth will look into the availability of the facility and the feasibility of having in the meeting in Portland.