



National CAPS Committee (NCC) Conference Call

March 29, 2018

Minutes

Participants

John Bowers	Kimberly Rice	Sherry Aultman	Feridoon Mehdizadegan
Lisa Jackson	Helmuth Rogg	Dan Mackesy	Cindy Music
Rick Zink	Tiffany Mauro	Heather Moylett	Eileen Luke
Greg Rentschler	Darrell Bays	Laura Hartman	Tara Holtz
Eric Ewing	Emilie Inoue	Steve Bullington	

Budget

On Friday, March 23, 2018, the President signed an omnibus bill to fund the government through the remainder of the fiscal year. For FY18, Pest Detection was funded for the same amount as in FY17, so there will be no increases, but also no decreases are anticipated either. It will take some time for the funds to trickle down from OMB through USDA and APHIS to PPQ and then Field Operations, the source of cooperative agreement funding. Once the FO agreements staff receives the 'go ahead,' agreements will be funded for the full amount. We realize that due to the consecutive Continuing Resolutions some states are running low on funds to retain people and gather resources, not only for CAPS, but also for Farm Bill surveys. We will do our best to keep on top of the situation, and will let everyone know if we hear of any dates, timelines, etc. The omnibus bill can be found at these two links: [Text of the Bill](#) and [Congressional Directives](#).

Farm Bill

The [FY18 Farm Bill Spending Plan](#) was announced via the Stakeholder Registry on March 22, 2018. It also can be found on the [APHIS Farm Bill web page](#). Helmuth asked a question regarding the table on page 3 of the Plan where the total allowed for projects does not include certain items totaling ~\$26 million. Of the total amount available, \$75 million, ~\$5 million is rescinded due to the Sequester, \$6.5 million is for the National Clean Plant Network, and \$14.5 million is reserved for the Rapid Response fund. This leaves \$48,728,548 for projects. Of that, \$14,439,575 was for Goal 1 Survey (29.6% of project funding).

The deadline for all work plans for FY18 Goal 1 Survey is Friday, May 25 (all other Farm Bill work plans are due no later than July 1). The FY18 Farm Bill Survey Summary Form (SSF) will be available on Thursday, April 5. The earlier work plans are submitted the more efficient will be the review and agreement development processes. Work plan templates can be found on the [2018 Farm Bill Goal 1 Survey page](#) of the [CAPS Resource & Collaboration](#) website. Unless specifically directed, use the Goal 1 Survey work plan template for Goal 1 Survey-funded projects.

Goal 1 Survey: [Survey Work Plan and Budget Template](#)

Honey Bee: [Survey Work and Financial Plan Template](#)

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.



Phytophthora ramorum: [Survey Work and Financial Plan Template](#)

Often questions arise as to what Farm Bill surveys need to be entered into the SSF, require NAPIS data entry, etc. Lisa and John are preparing a spreadsheet with each Goal 1 Survey funded project with cooperator and other useful information as a guide for states to use. Non-traditional cooperators, or those normally outside of the CAPS community, commonly receive Farm Bill funding for surveys or other projects. As these cooperators also need to enter information in the SSF and data into NAPIS, it is the responsibility of the CAPS personnel in the states to reach out to these cooperators so that their information and data can be captured.

The Farm Bill team is beginning to turn their attention to beginning the FY19 cycle, and are anticipating a mid-July timeframe for opening the suggestion process. Those involved or will be asked to participate in a Goal team review process will hearing from the Farm Bill team and/or al Team leaders in the near future. Volunteers are always welcomed. Feridoon will be attending or participating in several regional Plant Board meetings, and will be available to answer your questions.

Guidance on the Use of Mobile Technologies for State-Managed Surveys

The PDMT has learned from several states that Esri is marketing a mobile application(s) that they developed with FL DPI for state-conducted surveys and data entry into NAPIS, specifically mentioning that it is for CAPS and Farm Bill surveys. They obtained information from the CAPS Resource & Collaboration website and the NAPIS database to include in their application(s) without informing or working with the Pest Detection Program or Purdue, and are using the CAPS name in their marketing. It appears that they are using the CAPS directory on the CAPS R&C website as a marketing tool for contacting the states.

As a result of this marketing campaign, states are asking for guidance. One state responded that they are not inclined to meet with them unless PPQ is on board. The PDMT has responded back to those who have asked that the Pest Detection Program neither recommends nor endorses products or technologies over others not mentioned. The management of surveys and whatever technology states use is up to the individual states and their particular processes, protocols, etc. States should assess whether or not Esri products fit into their needs and budgets. Esri products have been well-received by many organizations throughout the world, however the Pest Detection Program is neutral in this regard and not specifically promoting these products over others that may be available, and does not have the funds for each state to purchase mobile application products. Our guidance statement is below.

Over the last several years, government agencies and private industry have been developing and using mobile technologies and applications to manage pest detection surveys and data. The Pest Detection/CAPS Program neither recommends nor endorses specific products or technologies. Instead, The Program reserves decisions related to survey management, including the technology used to support surveys, to



the individual states and cooperators conducting the surveys. States should consider their particular survey processes, protocols, and regulatory requirements when considering which technologies or products will best fit their needs and budgets.

The Pest Detection/CAPS Program's only requirement is that survey results be entered into the National Agricultural Pest Information System (NAPIS). How each state manages its surveys and submits data to NAPIS is up to that state. Should the Pest Detection/CAPS Program or Purdue University, who manages NAPIS, make any changes to NAPIS data entry protocols, provide updated guidance for conducting surveys, or modify approved survey methodologies, individual states will be responsible for incorporating those changes into the technologies they have invested in and are using to manage surveys and data. Purdue will develop standards and protocols to facilitate and accommodate states wishing to incorporate the information into any application.

2019 Pest Surveillance Guidelines

The NCC should review the [2018 Pest Surveillance Guidelines](#) and the accompanying documents in preparation of developing the 2019 Guidelines. Suggestions, comments, and edits should be sent to John, Lisa, Dan, and/or Heather. All documents need to be updated and posted on the CAPS R&C site by COB April 20. The 2019 Guidelines are due to be published on Monday, April 23 (Earth Day, April 22 is on a Sunday).

2019 Work Plans

The NCC discussed at the Newnan meeting the possibility that 2019 CAPS work and financial plans be delayed from the original mid-August deadline due to the closeness of the Farm Bill suggestion open period. Lisa considered timing and work load, and has decided that all 2019 work plans be submitted through the SPHD offices and uploaded to the Field Operations SharePoint site no later than Friday, September 7. Lisa also mentioned that submitting work plans early is preferred, and that careful review for accuracy in the plan and financial figures before submission and review by the ADODR will go a long way towards a smooth and speedy approval. The 2019 Survey Summary Form will be available for CAPS and PPQ Pest Detection by early August.

Survey Supplies

Ordering System Open

The Survey Supply Ordering System in IPHIS (<https://iphis.aphis.edc.usda.gov/>) is open and will close on May 4, 2018. Submit your final orders for:

- CAPS
- PPQ Supported Programs
- Approved Farm Bill – Goal 1 Survey

Final Hub and Policy approvals will occur from March 27 – May 8, 2018.



Additional guidance and information is available on the CAPS Resource and Collaboration site: <https://caps.ceris.purdue.edu/supply-procurement>

Orders Placed Outside of the Open Period

Beginning in 2018, the Survey Supply Procurement Program (SSPP) requests that orders outside of the ordering period be minimized. The Program requests that State Plant Health Directors and Pest Survey Specialists work closely with their state counterparts to ensure orders are placed accurately and that no supplies are missing. The Program will continue to provide webinars on how to place and approve orders. Information is also available online: [IPHIS Ordering Training](#).

For orders placed outside of the open period, the Program **cannot guarantee** that products will be in stock or able to be shipped by the requested date. The Program will continue to monitor the number of orders placed outside of the open period. If numbers are not reduced, a “hard close” of the ordering database may be necessary in future years. (See more detail in the appendix to the minutes.)

Continue to Round Up Lure Orders by 20%. This reduces the number of smaller orders that come in outside of the ordering open period and ensures sufficient lures are produced. Currently, the ordering database is open for 2018 Farm Bill orders and any additional CAPS/PPQ supplies needed. Additional/supplemental orders may be placed at this time for CAPS and PPQ surveys.

Lure Shelf Life – Order New Moth Lures Each Year

In order to ensure that the most effective products are being used in PPQ and PPQ-supported surveys, the SSPP is developing new guidance on lure shelf life. For 2018, SSPP is rolling out Phase 1: Guidance for **moth septa lures**. SSPP encourages all PPQ staff and cooperators to dispose of any moth lures currently in their inventory that were ordered for the **2017** survey season. New orders that were received beginning in November 2017 for the 2018 season are fine. PPQ staff and state cooperators are encouraged to carefully look through their supplies that they intended to use for 2018 CAPS and PPQ surveys. They should place additional orders now and through the Farm Bill ordering period to supplement any lures that are disposed of. This guidance also applies to the following three lures, as these lures also are formulated into rubber septa:

- Geranyl Acetol Lure
- Khapra Beetle Lure
- *Platypus quercivorus* Lure

This guidance **does not apply** to the following moth lures. Lures for these species are formulated into different types of dispensers (not rubber septa). The lure compounds remain active for a longer period of time.

- Gypsy moth string lure
- *Spodoptera* laminate lures (*Spodoptera littoralis* Lure and *Spodoptera litura* Lure)



- *Lymantria monacha* one component lure (laminated lure)

For questions or concerns, please contact Lisa Jackson lisa.d.jackson@aphis.usda.gov or John Crowe john.f.crowe@aphis.usda.gov. (See more detail in the appendix to the minutes.)

General Pest Observation in NAPIS

During the Method Reconciliation Project for Visual surveys, the General Pest Observation method (code 58) was removed as the new code for Visual surveys (3031) was instituted. We discovered, however, that the law of unintended consequences came into force as several states questioned what happened. The General Pest Observation method (58) was used to indicate that a positive pest detection/observation occurred outside of a planned survey or otherwise came to the attention of a state. This situation does not fit into the Visual survey method (3031).

Learning the error of our ways, Purdue will resurrect the General Pest Observation method, however, it will have a new code designation, 3051. This likely should be implemented by the time you receive these minutes.

Proposed New Pest Status in NAPIS - +I

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.

CAPS Resource & Collaboration Website

The Purdue Marketing Department has been reviewing the CAPS Resource & Collaboration website with an eye towards overhauling how the site works from a marketing approach, similar to the way businesses approach website design. As part of this project a survey will be sent out to the CAPS community asking for input and feedback on the CAPS R&C. Please ask your constituencies for the 10 minutes it will take to complete the survey, and not ignore it. This is an important piece to make sure the site works for you and them. An introductory email was sent out this week from Cindy.



Dear CAPS Resource and Collaboration User,

In an effort to give the CAPS R & C site a new look, better organization, etc., Purdue University's Marketing Department has been contracted to provide guidance and feedback in overall site improvement. They first met with the CERIS staff to better understand site function, content and audience. The next step in the process was to develop a survey for the wider audience and it has been put together. Please take 10-15 minutes to fill out the survey. Your opinions and input are both needed and appreciated in order to provide a more innovative website.

An email will be sent out on Monday, April 2, 2018 from Chelsea Sullivan, Purdue University, sulliv55@purdue.edu, with a link to the survey. Also, please feel free to forward the survey email to other appropriate users in your state.

Thank you in advance for your support and time.

Sincerely,
Cindy Music and the CAPSIS team

2018 CAPS Recognition

The PDMT has received nominations for the 2018 version of CAPS Recognition. A sub-group of the NCC will review the nominations, and awards will be announced in early May.

NCC Membership

As part of the Program review in Newnan, the NCC started a discussion on NCC membership and attendance at the annual NCC meeting. Some of the questions that were posed asked if there were too many PPQ members or not enough state members, and if so, how these would be adjusted and what roles any new members would fill. Also as a separate item, were the annual meetings becoming too large.

After discussion and consideration from different viewpoints, The NCC decided that the present NCC membership is sufficient to represent the CAPS community. The NCC also decided that it was important to keep the annual meeting focused and not get too large, and to only invite those outside the NCC who would have a role to inform the NCC and directly participate in the meeting. It was felt that 18-20 people would be the optimum maximum participation. The PDMT will keep this guidance in mind when planning the 2019 meeting, tentatively in Portland, OR, at a Customs and Border Protection (CBP) facility.

The next NCC call will be held on Thursday, May 3, 2018, at 1:00 pm eastern time.

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



Appendices

Note: This guidance will be posted on the [Supply Procurement](#) page of the CAPS R&C in the near future.

Lure Shelf Life Guidance – Pest Detection

Phase 1: Septa Lures

Background

In order to ensure that the most effective products are being used in PPQ and PPQ-supported surveys, the Survey Supply Procurement Program (SSPP) is developing new guidance on lure shelf life. The following information has been developed for supplies that support the Pest Detection and some PPQ program pests (Emerald Ash Borer, Gypsy Moth/Asian Gypsy Moth, Cotton, etc.). Fruit fly products will be addressed in separate guidance.

In general, lures are very inexpensive. Most moth lures cost less than 50 cents each. While other lures may be more expensive, the price of ordering fresh lures is much lower than the cost of the survey in terms of labor, sample processing, etc. Using lures that have lost effectiveness is a waste of all of the associated costs of the survey. In addition, it lowers the confidence in the negative data that is collected.

The guidance is two-fold:

1. Guidance on storage/shelf life for PPQ staff and cooperators who order products.
2. Guidance for warehouse staff on storage/shelf life for storing products in the warehouse.

For PPQ staff and cooperators (surveyors)

Over time, SSPP will move to a policy of “order fresh every year” for all lures. This guarantees that older lures will not be used and encourages disposing of excess lures at the field level every year to prevent confusion. We will phase in this policy as there are several factors that prevent implementing this policy fully this year:

1. It would be cost-prohibitive for SSPP to purchase all new products if states disposed of all of their current inventory and ordered all fresh lures this year.
2. Some products do last several years under proper storage, so we can phase out those products that states have in their inventory over the next 1-2 years.

For warehouse staff

PPQ Science and Technology (S&T) is currently conducting chemical analysis on each product. S&T will develop specific guidance for warehouse staff on each product, as some chemical compounds are more stable than others. Some products may last several years. The warehouse staff will enhance its current procedures for ensuring that products are rotated and shelf life guidance is followed. In this way, some onus will be removed from the field level.

Guidance for 2018

For 2018, SSPP is rolling out Phase 1: guidance for **moth septa lures**. SSPP encourages all PPQ staff and cooperators to dispose of any moth lures currently in their inventory that were ordered



for the **2017** survey season. New orders that were received beginning in November 2017 for the 2018 season are fine.

PPQ staff and state cooperators are encouraged to carefully look through their supplies that they intended to use for 2018 CAPS and PPQ surveys. They should place additional orders now and through the Farm Bill ordering period to supplement any lures that are disposed of.

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- Gypsy moth string lure
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- *Lymantria monacha* one component lure (laminate lure)

Rounding up orders

Continue to round up lure orders by 20%. This reduces the number of smaller orders that come in outside of the ordering open period and ensures sufficient lures are produced.

Disposal of Lures

Expired rubber septa lures should be placed in re-sealable plastic bags and disposed of in regular trash receptacles.

Prepared by:

Lisa Jackson (Field Operations)

John Crowe (Policy Management)

Allard Cosse (Science and Technology)

Natalie Leva (Science and Technology)



Guidance on Survey Supply orders placed outside of open periods

Background

Each year, 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. Placing orders outside of the open period causes these problems:

- Miscalculations in projecting how many supplies are needed during the season and can result in products not being available.
- 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.

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. During the summer, the Otis lab staff are involved in critical field trials and are not available to make additional lures.

Guidance for 2018

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For orders placed outside of the open period, the Survey Supply Procurement Program **cannot guarantee** that products will be in stock or able to be shipped by the requested date. The Program will continue to monitor the number of orders placed outside of the open period. If numbers are not reduced, a “hard close” of the ordering database may be necessary in future years.

Instructions for requests outside open period

If additional orders are needed outside of the ordering period, please fill out the order form **completely** and send it to Lisa Jackson (lisa.d.jackson@aphis.usda.gov).