



National CAPS Committee (NCC) Conference Call

August 2, 2018

Minutes

Participants

John Bowers	Kimberly Rice	Ian Foley	Dan Mackesy
Lisa Jackson	Megan Abraham	Heather Moylett	Rosemarie Rodriquez-Yanes
Tara Holtz	Darrell Bays	Cindy Music	
Greg Rentschler	Emily Inoue	Eileen Luke	
Eric Ewing	Dale Anderson	Steve Bullington	

CAPS Work Plans

Work plans are due no later than Friday, September 7. Early submissions are preferred as they will be reviewed in the order that they are received in Field Ops. It may take 5-6 weeks to review all work plans, so do not expect to hear anything back until mid-October or later. Late submissions will go to the bottom of the stack and reviewed last. If you are late, do not inquire as to its status as it will be a while before you hear.

The process for submitting and approving CAPS work plans is as follows.

1. State develops work plans with surveys and target pests and the State's Survey Summary Form according to CAPS guidance with SPHD/PSS input and concurrence.
2. SPHD office uploads the State's work plans to the Field Operations (FO) Cooperative Agreements SharePoint site.
3. SPHD approves the State's Survey Summary Form and passes it to FO.
4. SPHD emails Lisa Jackson to let her know that the work plans have been uploaded and the Survey Summary Form passed to FO, and are ready for review.
5. Lisa will review the State's work plans and Survey Summary Form. The Survey Summary Forms must be completed and passed to FO before Lisa will review the work plans.
6. As Lisa reviews work plans and the Survey Summary Forms, and if everything looks good, she will send the SPHD an email saying that everything is in order and there is no further action at this time.
7. Otherwise, Lisa will recommend changes and pass the work plan and Survey Summary Form back to the SPHD office for communication with the State.
8. The status of work plans will not change in SharePoint until FO receives a notification from the budget staff to begin processing agreements (likely in November). At that time, Lisa will change the status of the work plans to "FOM Approved" and notify the agreements staff.
9. The agreements staff will begin entering the "opportunities" into ezFedGrants.

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.



Lead for S&T CAPS Scientific Support

Heather Moylett has been selected as a Risk Analyst in the S&T Pest Epidemiology & Risk Analysis Laboratory (PERAL). In this position she will be the lead for CAPS scientific support with the responsibility of coordination of CAPS scientific needs throughout the organization. Questions, comments, suggestions, and other issues related pests and pest lists, survey methodology, and other scientific facets of the CAPS program can be addressed to Heather at the email described below. Congratulations Heather on your new position and responsibilities.

S&T CAPS Support Centralized Mailbox

A new email address has been created to contact S&T CAPS Support. The new mailbox serves as the S&T CAPS Support “customer hotline” for the CAPS community. All members of the S&T CAPS Support team have access to the shared mailbox. The shared mailbox ensures faster response to requests and questions and documents. The address is S&TCAPS@aphis.usda.gov.

Please copy the S&T CAPS email address (S&TCAPS@aphis.usda.gov) on all S&T CAPS Support requests and communications with individual members of the S&T CAPS Support team.

Survey Summary Form (SSF) to Survey Planning Page (SPP)

The three separate Survey Summary Forms (CAPS, PPQ, and Farm Bill Goal 1 Survey), are being merged into one Survey Planning Page (SPP) with a common interface. Users will be able to quickly view past year’s information, and links to relevant guidance and documents will be readily available within the interface, among other noticeable changes. The new Survey Planning Page is scheduled to go into production and be available on Monday, August 6. An announcement will go out to the CAPS community when it is available. A CAPS Webinar is planned for this topic. Details to tbd.

Cooperative Agricultural Pest Survey	
2019 CAPS Illinois	
Once this plan is ready for submission, you can request a decision from Field Operations.	
Survey total plus infrastructure amount must not exceed \$101,650.	
LINKS	TOTAL \$80,211
Open Instructions	edit Infrastructure \$76,211
View Status	edit Asian Defoliator Survey \$2,000
Download Plan Data	edit <i>Agrilus planipennis</i>
Ask a Question	add target
NAPIS	edit Field Crops Pest Survey \$2,000
My Surveys	edit <i>Autographa gamma</i>
Data Entry	edit <i>Diabrotica speciosa</i>
Accountability Report	edit <i>Harpophora maydis</i>
	edit <i>Helicoverpa armigera</i>
	add target
	add survey

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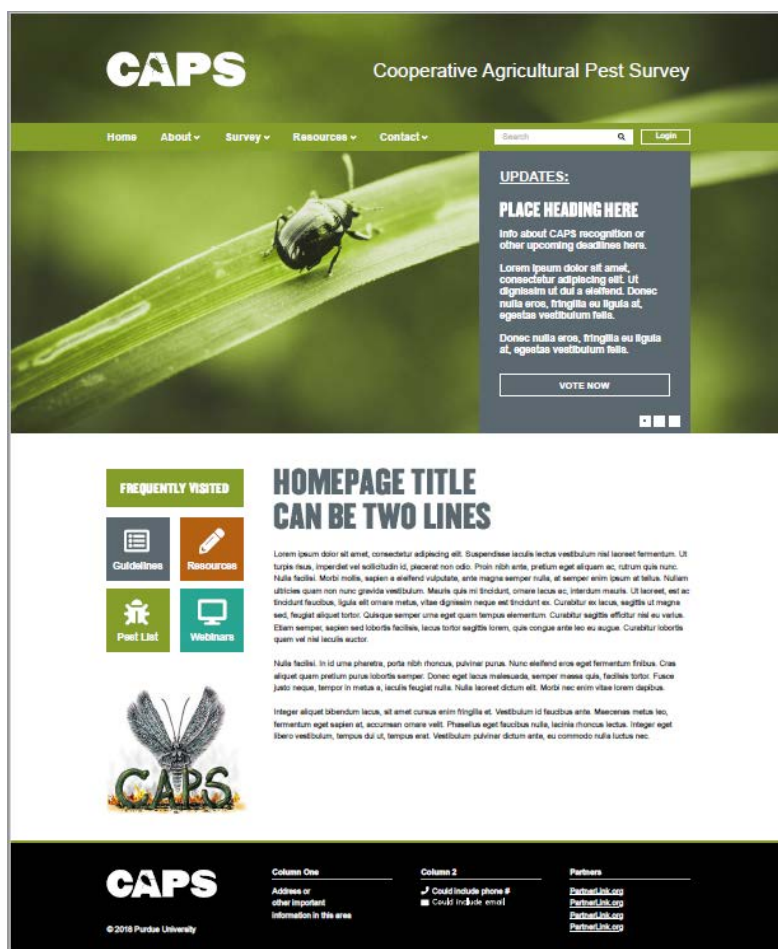
The SPP will remain open on a state-to-state basis, and be closed by state once the work plans have been approved by Lisa. Once the SPP has been closed, a Change Request option will be available. The change request process will be based on email notifications to the parties concerned.

For changes to the SSF/SPP prior to 2019 CAPS, an updated Change Request option will be available late in the week of August 6.

It is important that the Survey Summary Form reflect the survey situation in the state, so please use this tool to request changes if something changes regarding a survey. Any change request should be discussed and agreed upon within the state before a request is made.

New CAPS R&C Website

The Office of Marketing and Media at Purdue has delivered content reviews of the proposed new website to CERIS. The programmers are now starting to develop the site in Drupal 8, the open-source language used to run the CAPS Information Systems. All content will be preserved, but the site will have a new look and functionality. No timetable as yet. A preview is available below.





Farm Bill

The open period for FY19 Farm Bill suggestions started on July 2, and will continue through August 17 (7 weeks). The Farm Bill Team added an additional section in the Metastorm suggestion called Milestones. However, for Goal 1 Survey, all that is needed is the completed [Excel workbook](#) that was used last year, and an abstract. Questions regarding Goal 1 Survey can be directed to [John](#).

The Farm Bill Team can be reached at farmbillsection10007@aphis.usda.gov.

Spotted Lanternfly Suggestions

Questions arose regarding Spotted lanternfly (SLF) survey suggestions and the best route to submit these suggestions. For survey suggestions where SLF is the sole target and the survey locations are in places (other than grape vineyards) where it is likely to be found early in the landscape or forest setting, associated with *Ailanthus*, or via suspected pathways, then these suggestions should be submitted to Goal 6. If, however, SLF is just one pest in a bundled, multi-pest Grape Commodity Survey, then it is appropriate to submit the survey suggestion to Goal 1 Survey. Do not submit a one pest survey suggestion for SLF in grapes as it likely will not be funded. Be aware that all SLF suggestions will be specifically reviewed. Funding Goal and source may change as a result.

Guidance for Selecting Survey Names for CAPS and Farm Bill

Survey names are used for convenience of bundling common pests within a host, commodity, or habitat, providing a short description of the survey, and keeping track of comparable surveys being conducted over a time period. Additionally, APHIS conducts commodity sector meetings with industry groups (Grape, Grains, Nursery, Seeds, Apple, Berry, Citrus, Forest Products, etc.), and CAPS survey information has regularly been requested in order to brief APHIS and PPQ management ahead of the meeting(s). To facilitate the retrieval of information in the Survey Summary Form, some simple guidance on choosing an appropriate survey name is offered. Naming surveys using this guidance will help pull the correct information for reports and other requests for information. Matching the survey name in the Survey Summary Form and the work plan is appreciated as well.

The [Guidance for Selecting Survey Names](#) document is posted on the Resources page of the CAPS R&C website. Please follow this guidance when submitting work plans for CAPS and Farm Bill suggestions.

Survey Supplies

The warehouse is up to date on shipping orders. If any survey plans changed as a result of the lack of survey supplies, please initiate a change request so that the SSF/SPP remains up-to-date for your state.

As discussed on last month's call, John Crowe has been re-assigned as National Policy Manager for the Spotted Lanternfly Program. There will be a series of TDY positions to cover his vacancy



until permanently filled. Rosemarie Rodriguez-Yanes is the acting National Survey Supply Coordinator from June 10 – September 29, 2018. The permanent position was announced last week and closed on July 31.

If you have any concerns about your orders, please continue to reach out to both Rosemarie Rodriguez-Yanes (Rosemarie.Rodriguez-Yanes@aphis.usda.gov) and Lisa Jackson.

2019 Annual NCC Meeting

The 2019 Annual NCC Meeting will be held in Portland, Oregon at the Customs and Border Protection (CBP) meeting room. When planning this annual meeting, we look for locations that highlight the safeguarding continuum in order to give the members a broader perspective. This meeting will provide an excellent opportunity to showcase a facet of the safeguarding continuum not touched upon in previous annual NCC meetings. The tentative dates for the meeting are during the week of February 4, 2019. NCC members should pencil this week in on their calendars.

The next NCC call will be held on Thursday, September 6, 2018, at 1:00 pm eastern time.

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