



National CAPS Committee (NCC) Conference Call

October 4, 2018

Minutes

Participants

John Bowers	Megan Abraham	Ian Foley
Lisa Jackson	Helmuth Rogg	Heather Moylett
Tara Holtz	Darrell Bays	Dan Mackesy
Greg Rentschler	Tiffany Mauro	Steve Bullington
Eric Ewing	Dale Anderson	

2019 Budget – Continuing Resolution

For FY19, instead of placing all 12 appropriations bills into one large omnibus bill to fund the government, Congress opted for four minibuss bills, with each containing a few of the original 12 bills. The first two minibuss bills have passed and signed by the President that fund Defense and several other departments for the full year. USDA is in the third minibuss bill that has not been acted upon as yet. However, the second minibuss bill that was signed by the President contained a provision to fund the remaining parts of the government until December 7 at 2017 levels (thus no government shutdown). This means that USDA is under a Continuing Resolution and has funding at 2017 levels through December 7 only (~18.5%). The CR through December 7 is similar to CRs in past years where a portion of a previous year's funding is available.

The Pest Detection line item in the budget, which funds the CAPS cooperative agreements, has been unchanged for several years, so the funding under the CR is the same as last year and the year before that and... At this point, there are no changes to funding levels for cooperative agreements, and no funding changes are necessary for 2019 work and financial plans. Lisa will know more about where agreements stand, pre-award letters, etc. on the November call.

Pest Identification

Shipping in large batches

One of our Domestic Identifiers noted that she still has trouble with states keeping their samples over many weeks and shipping in one large batch. This has been an ongoing problem and the Identifiers try to educate the sample submitters of the importance of this. For the Identifiers, it makes it challenging to manage their workload when very large batches of samples are shipped.

The guidance is:

- Send your specimens shortly after removing them from the traps.
- Do not save or pool the samples until the end of the trapping season and then send them all at once.

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.



In a recent example, the reason that the state shipped in one large batch was to reduce the shipping costs. Please include adequate shipping costs to cover frequent sample shipping in your work plans.

Sub-sampling Trap Specimens

Another issue that has surfaced is that some states are sub-sampling (i.e., not sending all suspect moths) to the Domestic Identifiers or taxonomic support institutions. If samples will be sent to a PPQ Domestic Identifier, samples should be sorted and screened. However, **all** specimens that look similar to the target should be submitted.

Please refer to the following protocols for sample submission to PPQ Domestic Identifiers. If you use a different taxonomic support institution, please follow their guidance.

- [Sample Submission](#) - for all sample types
- [Specimen Submission Guidance for Lepidoptera](#) – specific guidance for Lepidoptera samples
- [Specimen Submission Guidance for Wood Borers & Bark Beetles](#) - specific guidance for EWB/BB samples.

Taxonomic Assistance

For FY19 CAPS surveys, if you will experience a big change in your taxonomic needs, please reach out to Lisa as soon as possible. For instance, if in the past you had performed your own screening or identification, and will now need assistance with a large number of samples, please let Lisa know. She needs to ensure that there is capacity available to accommodate your needs. If you have traditionally used a taxonomic institution and are just adding one or two new pests, that is not an issue. However, bringing a new state onboard with hundreds of raw samples, is the kind of thing that Lisa will need to know in advance.

Survey Supplies

Some important information to know.

Open Period for Orders

The [Survey Supply Ordering System in IPHIS](#) is now open and will close on November 30, 2018. During this time you may submit orders for:

- CAPS
- PPQ Supported Programs
- Approved Farm Bill –Goal 1 Survey (FY2018 only)

The Survey Supply Ordering System will open again in the winter of 2019 to support:

- EAB Survey
- Future Farm Bill –Goal 1 Surveys (FY2019)

Shipping start dates will be late December.



Some things to remember:

- Once you have entered your order, you may not receive any notifications until the order has been approved by a member of the Survey Supply Procurement Team.
- Once the order has been approved, the person who placed the order and anyone in the secondary email box will receive an email saying that the order has been approved. The email will come from “PPQPIDSADMIN@aphis.usda.gov” and in the subject line it will say “Your order number XXXX has been approved.”
- Please review the email and make sure that the products, quantities requested, and all contact information is correct.
- All orders will be approved by a member of the Survey Supply Procurement Team by one week after the open period closes.
- If you do not receive an approval email by one week after the open period has closed, contact Lisa Jackson.

Best Practices

Before you place your survey supply orders for the FY2019 season, please review the [Survey Supplies Best Practices](#). This document has been recently revised and has helpful hints on how to make the survey supply process run more smoothly. As there are still a few places in the system where errors can occur, there are steps that you can take to help us get products to you on time. By working together, we can ensure that you receive the correct products on time and that mistakes are quickly addressed.

The document can be found on the [Survey Supplies page](#) on the CAPS Resource and Collaboration website. This page is a resources for additional information on the Survey Supply Program, including Safety Data Sheets for products.

Survey Supplies page:

<https://caps.ceris.purdue.edu/survey-supplies>

Survey Supplies Best Practices:

<https://download.ceris.purdue.edu/file/3486>

National Survey Supply Coordinator Position

Rosemarie Rodriguez-Yanes completed her TDY assignment on September 28. We would like to thank Rosemarie for her assistance. She accomplished a great deal while on her assignment: she revamped the Ordering Process PowerPoint and gave the webinars; developed several Statements of Work for new products; removed old orders from IPHIS, which had been throwing off our inventory numbers; and provided excellent daily customer service. John Crowe is filling in until the position is filled.



Update on the Plastic Funnel Insert for *Dendrolimus pini* (Pine-tree lappet) and *D. sibiricus* (Siberian silk moth) Traps

As referenced in the [Minutes of the July 12, 2018, NCC Call](#), the funnel needed for the trap for *Dendrolimus pini* and *D. sibiricus* currently is unavailable. In preparation for the 2019 survey season, the Survey Supply Procurement Program is working with several commercial vendors to see if they can manufacture the funnels for our use.

The funnels are not available during the first open period of the Survey Supply Ordering System in IPHIS (September 17 – November 30, 2018). We hope to have the funnels available for the spring ordering period. If the funnels are available at that time, orders may be placed for funnels needed for CAPS, Pest Detection, and FY2019 Farm Bill surveys.

What this means for survey work plans for FY2019 CAPS, Farm Bill, and Pest Detection surveys:

- States **with plastic funnels in good repair** may survey for *Dendrolimus pini* and *D. sibiricus* using the modified milk carton trap with the plastic funnel inserted.
- If you are interested in surveying for these targets in FY2019, **but do not have the plastic funnels**, please consider the following:
 - You may list *Dendrolimus pini* and *D. sibiricus* in your survey work plans for FY19 if you have the flexibility to switch to alternate targets if the funnel is not available in time for survey.
 - Please do not include *Dendrolimus pini* and *D. sibiricus* in your survey work plans for FY2019 if you would not be able to survey for alternate targets if the funnels are not available.

We will send out a communication once we know that a vendor will be able to manufacture the funnels. Submit a Survey Summary Form Change Request if there are any changes to the target pest list, additions and/or deletions.

NAPIS Data Report Request

A [Data Report Request](#) link has been added to the home pages of the CAPS Resource and Collaboration website as well as to the NAPIS website. The link leads to a form that can be filled out to request NAPIS data. The request must describe the information requested, purpose of the request, if the data is to be shared, and with what audience. A work flow allows review of the request, and if necessary, states may be contacted for concurrence. Any information released will be similar to what read-only access will provide at the county level.

This new work flow was instituted so that any request for data was adequately reviewed, data security maintained according to data sharing principles and protocols, conditions could be communicated, a formal log of data requested could be maintained, and requests for NAPIS access could be diminished when a report provided by Purdue will do. This will allow those outside the CAPS community access to NAPIS data for legitimate reasons without issuing login



credentials. It also will help us understand the need and value of NAPIS data outside the CAPS community. Those within the CAPS community with login access also may request data if it is outside of what they normally can access.

NAPIS Eradication in Progress Records

A recent report run by Purdue returned 29,852 records with a pest status that included C – Eradication in progress. Dates range from 1950 to 2018. Some of these may have been ‘closed out’ by an Eradication (pest status of D) record, but many have not. These records cover over 50 pests.

Why is this important? APHIS conducts commodity sector meetings with industry and bilateral discussions with other countries. These meetings center around trade and the movement of commodities and phytosanitary inspections. Often, these industries and countries are looking for survey data for pests that they are interested in on Pest Tracker, the public face of our survey program and where summary survey data is available to the public, or APHIS is requesting this information from the CAPS Program to aid them in their discussions.

The main focus often is pest-free areas, and the data to support the declaration of pest-free areas. If the last record for a pest indicates that it is under eradication, then the question of is it present or not cannot be answered. While these requests usually only go back several years, best practices dictate that we do not leave Eradication in Progress records just hanging out there on their own if eradication can be declared, regardless of how old they are.

We ask the CAPS community to take a look at your state records in NAPIS, and focus on those that have an Eradication in Progress record with no follow up of Eradicated or other survey results. This will help in maintaining the integrity of the database and our survey program.

NCC Rotations and Membership

The NCC discussed the membership rule of having only one member from a state. The paragraph from the Bylaws is below.

“The NCC values diversity in member representation, and has determined that the positions mentioned above justify the composition and needs of the CAPS community. Given the diversity of states in terms of geography, size, agriculture, environment, risk, and how they are managed, it is important for the CAPS program to receive guidance on topics and issues from these many perspectives. The CAPS program cannot run efficiently without considering the potential effectiveness of program policies in the states. One rule for member selection overrides all others: No two members on the NCC can be from the same state. This insures that the core constituencies of the CAPS community are represented by 12 states on the NCC. Selection of new members will depend on the present representation on the NCC. Other factors that may be considered are regional



location (north, south, east, west), size (large, small), and pest risk factors (ports, pathways), among others.”

The question presented was whether this should be a hard and fast or a much softer rule or guidance. As we are 10 years into NCC rotations, without turnover or repeats the pool of candidates within each peer group becomes smaller, and circumstances may make it harder to always enforce a hard rule. We want to honor the individual peer group’s decision on who they would like to represent them on the NCC, but at the same time ensure diversity as stated above. The folks on the call valued the diversity on the NCC, but agreed that it may not always be possible to have only one individual from a state on the NCC.

Two changes were suggested. The first change would be to modify the rule to specify that two people from the same ‘office’ should not be on the NCC at the same time. This would preclude a SPRO and SSC or a SPHD and PSS from the same state, but would allow a State and PPQ person from the same state. This could be the primary rule, or a secondary rule if circumstances are so that the original rule could not be met.

The second change involves PPQ membership. As of now, both SPHDs and both PSSs are from the eastern half of the country. Previously when there were eastern and western regions, there was a SPHD and PSS from each region. With a national Field Operations, the NCC decided to keep two SPHDs and two PSSs, and that they would be considered national representatives. It was suggested that the NCC go back to eastern and western regional PPQ representatives.

If there are other suggestions or changes to other parts of the NCC Bylaws, please let John know. John will draft proposed language incorporating these changes, and we will discuss and vote on making the changes permanent at the NCC meeting in Portland in February. By consensus on the call, if a circumstance arises where these updates to the Bylaws may come into play during the current rotational turnover, then we will abide by the suggested updates.

Annual NCC Meeting

The Annual NCC Meeting will be held in Portland, Oregon on Tuesday and Wednesday, February 5-6, 2019, pending official approval. The meeting will be held at the offices of Custom and Border Protection (CBP) or at the Portland airport depending on renovation progress at the CBP office. An Embassy Suites hotel is within walking distance of either place.

The NCC is requested to review the [2018 Agenda](#) and action items in the [2018 Meeting Minutes](#), determine if there are carryover items that need discussing, and suggest new items for this year’s agenda. John will attach a draft agenda to the November call invitation to facilitate discussion. An agenda is needed for travel approval, so we need to get a fairly good one now. We will discuss the agenda and action items on the November call.



Note: If you are unable to attend the NCC meeting in Portland, please arrange to have a substitute attend in your place so that your constituency can be represented.

Regional Plant Board Meetings

The NCC discussed the role, participation, and agenda structure of CAPS in the regional plant board meetings. Information and agendas were exchanged, and each regional plant board will determine what works best for them. John and/or Lisa plan to be at each regional meeting in 2019, and are available to discuss CAPS issues in the general and breakout sessions. We also need to know what you would like us to discuss so that your needs are met as well. We really like interactive discussion sessions where questions can be asked and various perspectives fleshed out. What can we do to help the program work best for you? Let's keep the discussions going.

One Last Note / Word of Advice

As 2019 work and financial plans are being reviewed, it would be a very good idea to check the CAPS [Accountability Report](#) To make sure that 2018 survey data has been, is being, or is on track to be entered into NAPIS, and that all of 2017 data has been entered. Now is a good time to rectify any deficiencies.

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

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