



Annual National CAPS Committee Meeting

February 7 – 8, 2018

National Detector Dog Training Center

Newnan, Georgia

Action Items from the Meeting Minutes



NCC Bylaws Review

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: Completed: Item 1) Additional state membership not necessary at this time; 2) PPQ – S&T representation has been consolidated according to the new structure (reduced attendance at NCC meeting by two people); Domestic Diagnostic Coordinator will not attend the NCC meeting; 3) has been initiated on the March 2018 NCC call and documented in the Minutes to that call. The concern was for states without a PSS. For states with a PSS vacancy, either the SPHD or SPHD-designee attends the PSS call and passes notes on to the SSC.

State CAPS Committee 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, John then will talk with PDC about the possibility of arranging the training.

Update (John): In progress. We discussed this at the SPB CAPS Breakout Session. There was interest in facilitation training. John will look into this further.

- 2/8/19 – PDC has agreed to provide the training either by dusting off the previous training or by contracting out. Christina Lohs will contact John to go over needs, logistics, and funding.

- 2/15/19 – John had a conversation with Craig Montgomery (PDC) regarding background, etc. PDC is looking into overall needs as two other groups also requested this type of training. Training likely to occur via webinar. We will know more late March/April. We can talk about this further at the NCC meeting in Portland.

S&T CAPS Support

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.

Update: S&T will provide an update on this at the NCC meeting in Portland.

NAPIS Data Entry Requirements

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.

Update: Completed. This was sent out in multiple minutes of the NCC conference calls.

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.

Update: Completed. This was sent out in multiple minutes of the NCC conference calls.

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.

Update: In progress. I did not do this for the FY2019 cycle. I will plan to do this for the FY2020 cycle. I'd like to have a webinar at the beginning of the summer to alert the community that I will do this and also will expect work plans to use the most current template. (Lisa)

Pest Detection Performance Measures

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.

Update: In progress. Starting in FY2019, it is mandatory that PSSs fill out the PPQ Survey Summary Form. John and Lisa will review the Survey Summary Forms to look for surveys that do not fit the overall mission of Pest Detection (single pest surveys, etc.). At the new SPHD training in October 2018, some experienced SPHDs said that they would appreciate more guidance on what surveys should be done with Pest Detection funding. This can be a longer term goal. For the FY2020 Guidelines, we will include some general guidance on PPQ Pest Detection surveys. (Lisa)

2019 Pest Surveillance Guidelines

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?

Update: Completed.

Work Plans

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.

Update: In progress. This is in the cooperative agreement with Purdue for FY2019.

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.

Update: Completed.

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.

Update: Completed. A September 7 due date for work plans was communicated to the CAPS community.

Data Management

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.

Update: In progress. This was discussed further at the SPB CAPS Breakout Session: what exactly is the SSC's role in data preparation and uploading for surveys other than CAPS (PPQ Pest Detection, Farm Bill surveys performed by universities and other cooperators, and other PPQ Program pest surveys that are performed by cooperators.). Some PSSs do a good job of preparing the data for upload and some SSCs are given a stack of papers to transcribe. Sherry Aultman and Lisa Jackson decided to continue to work on this topic.

Action Item: Sherry Aultman will poll the SSCs in other regions to determine how this data is entered.

Action Item: Lisa Jackson will have discussions with the Pest Detection Cross Functional Working Group and other NOMs as needed to determine which data SSCs should be responsible for.

Action Item: Sherry, Jake Bodart, and Lisa will develop guidance on who should enter which types of data and will also share which tools and templates can make this process easier.

Update: These topics will be discussed in Portland against a larger discussion on roles and responsibilities; data entry is just on part of the conversation.

Survey Supplies

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.

Update: Completed. This was messaged out several times over the year. There were less requests for orders outside the open period in 2018.

Pest Lists

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: In progress. Weed Risk Assessments requested and marked as high priority in CPIA and work approved.

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. (Context: 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?)

Update: Completed. If the pest is only a citrus pest, it will be handed over to the CHRP Policy Managers. If the pest has other hosts, it will go through the Pest Prioritization Process and follow the normal channels.

Host Criteria

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

Update: In progress. The S&T CAPS Support Team currently developing host criteria guidance. Once developed, the guidance will be presented to the NCC and announced to the CAPS community.

Survey Manuals

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.

Update: In progress. No feedback was received as of 10/29/2018. The S&T CAPS Support Team will begin revising and restructuring Manual Introductions with stakeholder input. The team will solicit feedback from the CAPS community regarding presentation of information, utility and relevance of information and gaps.

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

Update: On hold. The S&T CAPS Support Team decided to hold off on this item because they are planning to revise and restructure Manual Introductions.

Research/Method Development Needs

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.

Update: In progress. 1) Lisa will finalize guidance on data entry for ethanol lures. 2) Heather will write up guidance on how to deploy ethanol traps. 3) Lisa will develop guidance on potential identification issues. 4) Heather will continue to work with Otis to evaluate if there are additional lures that work at a genus/tribe level.

CAPS Information Systems (CAPSIS)

Pest Status Code 'I'

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.

Update: Completed. Implemented in NAPIS for those who wish to make use of it.

Survey Summary Form

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.

Update: Completed. Survey Planning Page implemented on CAPS R&C.

Identification Services

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.

Update: Completed. Link: [Submitting Samples to APHIS PPQ for Official Confirmation of a Preliminary Identification](#). Found under Taxonomic Services: Procedures and Techniques on the CAPS R&C site.

CAPS Learning Project

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.

Update: Completed.

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.

The CAPS Introductory Guidebook and three trapping videos are complete and published on the CAPS R&C.

CAPS Recognition

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

Update: Completed.

CAPS Webinar

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.

Update: Ongoing. Need to revisit at NCC meeting and come up with topics for 2019. Lisa would like to have one in the early summer to prepare for the next CAPS season/changes to work plans, etc. either could also note changes to survey methods and pest list changes.