



National CAPS Committee (NCC) Conference Call

March 7, 2019

Minutes

Participants

John Bowers	Kim Rice	Ian Foley	Cindy Music
Lisa Jackson	Joy Goforth	Brad Danner	David McClure
Alison Neeley	Helmuth Rogg	Dale Anderson	Mike Hill
Greg Rentschler	Tiffany Mauro	Heather Moylett	Feridoon Mehdizadegan
Eric Ewing	Chris Pierce	Dan Mackesy	Steve Bullington
		Eileen Luke	Velia Fagetti

Leadership Changes at CERIS, Purdue University

Eileen Luke, Director of the Center for Environmental and Regulatory Information Systems (CERIS), Purdue University, has announced her retirement as of May 24, 2019. Michael Hill, currently the Associate Director of CERIS, will succeed Eileen as Director. Mike also will assume the Recipient Organization's Authorized Representative (ROAR) responsibilities for the CAPS Information Systems (CAPSIS) cooperative agreement, and lead the staff at Purdue in support of the CAPS Program. We wish Eileen well as she prepares and moves into retirement. The CAPS program has had a long and fruitful relationship with Purdue, due in no small part to Eileen's leadership. At the same time, we welcome Mike to the CAPS community, and look forward to working with him to continue our productive relationship.

Cooperative Agreements

CAPS agreements: We are still waiting on the FY19 allocations to filter down to Field Ops to process agreements at their full amounts.

For PPA agreements: While the PPA FY19 Spending Plan has been published, we are waiting on the specific Field Ops PPA spending plan to be finalized. We can do pre-awards up to 25%, but cannot approve work and financial plans until there is a Field Ops PPA spending plan. We expect the Field Ops PPA spending plan to be available next week.

Lisa and/or Feridoon will notify SPHDs that the Field Ops PPA spending plan is available and the Field Ops SharePoint site is updated for submitting work plans. As SPHDs review and submit work plans to the SharePoint site, they also should review the Survey Summary Form (SSF) on the CAPS R&C website. Once the work plans are submitted, then the Survey Summary Forms also should be passed to the Field Operations National Operation Manager (Lisa Jackson) through the Survey Summary Form's interface. Lisa will not review PPA work plans until the PPA Survey Summary Form has been completed. Remember, the target pest list in the Survey Summary Form needs to match the pests listed in the work plans. When approving work plans, Lisa also will be looking for accurate Survey Summary Forms.

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.



Annual NCC Meeting

The NCC will meet Wednesday, March 20 – Thursday, March 21, 2019, at the Customs & Border Protection (CBP) office in Portland, OR. In preparation for the meeting, the NCC is asked to discuss the [Agenda \(Updated 3-7-19\)](#) with their constituency and ask for comments on any topic that they may want to convey to or about the program. Also ask how things are working in general, what is not working well for them, and what suggestions they may have to improve the program. This is most important when talking about how states deal or wish to deal with the interaction of CAPS and Farm Bill (PPA 7721) Goal 1 Survey. This is a chance to have a deeper discussion than what we can accomplish on monthly calls. The NCC also should review the [Action Items from 2018 Meeting](#) in Newnan and determine if further discussion and/or clarification is needed.

Note for those attending the meeting: Please make sure John has the cell number that you will be using at the meeting so that you can be reached in case of an emergency or changes to the schedule. Flights and arrival times in Portland also are appreciated.

Survey Supplies Acting National Policy Manager

Pest Detection and Emergency Programs announced the selection of [Velia Fagetti](#) as the acting National Policy Manager for the Survey Supply Procurement Program. Velia started February 19, 2019, for up to 120-days. During her detail, Velia will focus on domestic survey supply needs and procurement activities. Velia currently is working on the Mexican Fruit Fly Trapping Program as a Domestic officer in McAllen, TX, and has, among other responsibilities, the primary duty of Tephritidae identifications at port-of-entry and domestic detection programs.

An announcement for permanently filling the position was posted on USAJobs, and will have closed by the time you read these minutes. However, the link to the posting was messaged through the NCC and the CAPS List Serve earlier in the week.

Survey Supplies

Meeting at Moore Airbase

The Survey Supply Procurement Program had a very successful two day meeting at Moore Airbase this week. Velia Fagetti participated in her TDY role with the rest of the team. The team discussed long-term staffing at Moore Airbase, developing a process to incorporate lure expiration date into our inventory and shipping practices, and the team's internal and external communication plans.

Status of Orders

The warehouse currently is two weeks ahead in processing orders. However, due to the government shutdown, shipments of moth lures produced by the S&T Otis lab are running 1-2 weeks behind. Some items are backordered, and we continue to purchase new products to fill the shelves. If you have questions about a specific product or order, please email Lisa Jackson at lisa.d.jackson@aphis.usda.gov and include your order number.



Moore Warehouse Staff

We currently are in good shape regarding warehouse staff. We have two full time employees and are rotating in staff from other locations. There are two employees on detail for the month of March, and one more employee will assist for the month of April.

Plant Protection Act 7721 Ordering Open Period

The Survey Supply Ordering System in IPHIS is open now through **March 22** for orders supporting FY2019 Plant Protection Act 7721 surveys.

During this time you may also submit orders for:

- FY2019 CAPS
- PPQ Supported Programs

Note: We are aware that the ordering period closes before work plans are due. This is intentional as 1) we want to make good use of this time when we have additional staff in the warehouse, and 2) want to total the requested products and compare this with our current inventory. This will give us sufficient time to re-stock any items that catch us by surprise. We do forecast our predicted need for the year based on past years' use. However, some items do catch us by surprise and we want to be able to account for those. Some vendors need up to 60 days to produce our products. If this creates a hardship for you, please contact [Lisa](#) or [Velia](#).

Ethanol and Alpha-Pinene Lure Expiration Dates – Guidance for 2019

The following guidance was sent out to the CAPS community on March 5.

The ethanol lures should be thought of differently in terms of their shelf life/expiration. The compound ethanol is very stable and does not deteriorate over time the way many other lure compounds can. For this reason, these lures are able to be stored and used for many years after their manufacture date. For the lures currently in the Survey Supply warehouse, a large purchase was made several years ago and we continue to work through this inventory. Currently, we have lures that may state a manufacture date of various months in 2016; however, these lures will still be effective for several more years.

The alpha-pinene lures also are more stable compared to moth septa lures, though they do not have as long of a shelf life as ethanol. For the 2019 season, lures with an expiration date of “March 2018” will be effective through the 2019 calendar year.

The Survey Supply Procurement Program is actively developing an improved process to manage expiration dates. These improvements will take some time to implement, and we appreciate your patience as we improve our processes and program. Please continue to do your part by inspecting lures for expiration dates upon receiving your products and alerting the Survey Supply Procurement Program if you have any concerns about expired lures.



Lure Cross-Contamination (from an email sent by Heather on 3/7/19)

Brian Sullivan (FS) studied cross-contamination between a-Pinene and frontalin in short- and long-term storage conditions. His preliminary results show cross-contamination occurs when the lures are stored within the same container (e.g. bag), even in the freezer. This has implications for the CAPS program. To determine whether additional guidance and/or research is needed, we are gathering information about storage conditions at the warehouse and in the field (see questions below). Please come prepared to discuss this at the NCC. At this time we don't need a detailed account of lure storage conditions, just general descriptions.

1. Storage practices after opening manufacturer packaging.
 - a. What types of containers do you use for lure storage (e.g., mylar bag, sandwich bag, glass jar, plastic container, etc.)?
 - b. Are lures components stored separately, by target, or comingled?
2. How are lure components stored short-term (during the survey season (days to weeks)) versus long-term (between the survey season (months, years))?
3. General observations – are there storage practices you have questions/concerns about?

PPA 7721 Goal 1 Survey (formerly Farm Bill)

Mike Tadler, the National Policy Manager for Section 7721 of the Plant Protection Act, has accepted a new position and responsibilities within PPQ. He will be working with the Associate Deputy Administrator for Policy Management on special projects. A replacement for the PPA National Policy Manager position will be announced in the near future.

Goal 1 Survey Guidance

The following guidance is presented for surveys funded through Goal 1 Survey in the [FY19 PPA §7721 \(Farm Bill\) Spending Plan](#). This guidance can be found in the file [Guidance for Funded Surveys](#) on the [2019 PPA §7721 - Goal 1 Survey](#) page of the [CAPS Resource & Collaboration](#) website.

The [Survey Work Plan and Budget Template](#) for Goal 1 Surveys can be found on the [2019 PPA §7721 - Goal 1 Survey](#) page. All surveys should use this template unless otherwise directed by a PPQ pest program.

✓ **Work plans for Goal 1 Survey are due no later than April 12, 2019.** (This is after the Survey Supplies Ordering Database closes (March 22), so be sure that your supplies order gets entered before March 22.)

✓ **All funded surveys and pests must be entered into the 2019 Farm Bill Survey Summary Form** through the [Survey Planning page](#) on the CAPS R&C website (login required). This is necessary to gather program performance measures, facilitate reporting, estimate trap and lure procurement needs, and determine identification and diagnostic needs. This guidance includes



PPQ Pest Program Surveys and Honey Bee surveys, even though program pest-specific data management guidance may differ.

To facilitate this guidance, a [spreadsheet has been posted on the CAPS Resource & Collaboration website](#) summarizing the information. For each funded survey, guidance is given for 1) entry into the Farm Bill Survey Summary Form, 2) whether NAPIS data entry is required, 3) the required database for survey results, and 4) whether or not the survey will appear in the 2019 Farm Bill Accountability Report. This guidance is the final word for FY19 Farm Bill Goal 1 Survey. See [Survey Summary Form and Data Requirements for Funded Surveys](#) .

Surveys as defined in the [Farm Bill FY19 Implementation Plan](#) are: 1) National Priority Surveys, 2) PPQ Pest Program Surveys, and 3) Cooperator or Other Surveys.

1. Data from all **National Priority Surveys** under Goal 1 Survey must be entered into the [National Agricultural Pest Information System](#) (NAPIS). The NAPIS database can be accessed at: <https://napis.ceris.purdue.edu/>. A system login is required. The NAPIS database includes data validation rules ensuring the [Approved Methods for Pest Surveillance](#) are adhered to. Additional information on approved survey methods can be found on the [CAPS Resource and Collaboration website](#). See [Guidance for Funded Surveys](#) for more detail.
2. Data from **PPQ Pest Program Surveys** will follow the direction of the specific pest program managers. Given the diversity of survey programs supported, the Farm Bill Management Team relies on the direction of the various programs' cross functional teams to provide the direction on what data management requirements exist for each program. PPQ Pest Program Surveys are those surveys that support an ongoing PPQ pest program for detection or regulatory reasons. These surveys should be strategic and aimed at filling gaps in our knowledge about the distribution of a pest, according to the objectives of the specific pest program. PPQ Pest Program Surveys include:

Information on PPQ Pest Program Surveys can be found on the APHIS website at: <https://www.aphis.usda.gov/aphis/ourfocus/planthealth/plant-pest-and-disease-programs/pests-and-diseases>

3. **Cooperator and Other Surveys** are those surveys that do not fit into the above categories. These surveys are usually limited to individual states or tribal lands and address a pest of state or tribal concern. Data from Cooperator Surveys should be entered into NAPIS.
- ✓ As there may be surveys performed by non-traditional cooperators, such as universities, tribes, or other partners, the State Plant Health Director (SPHD) and State Plant Regulatory Official (SPRO) can work together to communicate this information to the various funded parties in their states. The State Survey Coordinator, with the assistance of the Pest Survey Specialist, will need



to work with these partners to get a pest list and other information necessary for entry into the Survey Summary Form. The SSC and PSS should take the responsibility for entering or making sure the information is entered into the Survey Summary Form. As work plans are due **April 12**, we suggest that the SPHDs and SPROs contact the funded parties early in the process. Being proactive will save time and energy trying to get this information later and will prevent delays in the approval of work plans.

Questions can be directed to [John](#) and/or [Lisa](#). Help with Survey Planning and data entry can be directed to Cindy Music at napis@purdue.edu.

We realize that this is a large effort, and we appreciate all your help. Ideas and suggestions to facilitate this process are always welcomed.

CAPS Resource & Collaboration Website

The culmination of a year-long process has resulted in a complete redesign and software upgrade of the CAPS Resource & Collaboration website. The CERIS staff at Purdue worked with the Purdue Marketing and Media Department to graphically enhance, improve navigation, and streamline access to information on the website. The NCC now has access to the new site at <http://caps2.ceris.purdue.edu/> for review. Prepare to discuss at the NCC meeting.

CAPS Recognition

It is time to think of nominating someone or a group for [CAPS Recognition](#) for exemplary work done in support of the CAPS program in 2018. All nominations should be sent to [John](#) and [Lisa](#) by **COB Friday, March 29, 2019**. The National CAPS Committee (NCC) will review the nominations, and at most three nominees will be selected for CAPS Recognition. Think of worthy candidates and do not hesitate to nominate an individual or group.

CAPS Introductory Guidebook and Trapping Videos

Last year, the new [CAPS Introductory Guidebook](#) and three [trapping videos](#) were posted on the CAPS R&C site. Please ask your constituency their opinion of these products. Were they used? Were they helpful? Did they cover the important topics? Are there other topics that can be covered? Are there other ideas for presentation? Please bring any feedback to the NCC meeting for discussion.

CAPS Webinars

The NCC discussed the usefulness of instituting two standing webinars each year. The first one would be held shortly after the publication of the Annual Pest Surveillance Guidelines to highlight changes and other new topics. The second one would be held before work plans are due as a follow up to the Guidelines webinar and to highlight issues and topics concerning submission and review of work plans and entry of survey information into the Survey Summary Form. Other topics can be presented on an as needed basis. Ask your constituency what topics they would like us to present.



One Last Note / Word of Advice

As 2018 Accomplishment Reports become due, 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, April 4, 2019, at 1:00 pm eastern time.

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