



**Annual National Cooperative Agricultural Pest Survey (CAPS)
Committee (NCC) Meeting**

March 20-21, 2019

Customs & Border Protection

Portland, Oregon

Supplemental Information





Annual National CAPS Committee Meeting
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Agenda



Wednesday, March 20, 2019 (8:00 am – 5:00 pm)

- Welcome and Introductions
- CPB and PPQ Welcome and Overview
- Meeting Overview
 - Why we are here and what we need to talk about
- NCC Bylaws review
 - Representation and Terms
 - State membership guidance
 - Roles and Responsibilities
 - Data management, communication
 - Data entry – PPQ/State
 - Who does what and when
- 2018 NCC Meeting review
 - Action Items – (Review document on CAPS R&C before the meeting)
- CAPS Performance in 2018; Plans for 2019
 - Performance Measures, Metrics, and Funding
- Budget and Funding
 - CAPS and Farm Bill Goal 1 Survey
- 2020 Pest Surveillance Guidelines
 - Review of the Current Guidelines
 - What files to list with Guidelines, what to keep on Resources?
 - New Additions and Possible Changes
 - Generic lures / Positive data only surveys – what role in CAPS
 - PPQ Pest Detection guidance – alignment with CAPS/FB
 - Survey and target selection (multi-pest, bundled)
 - Data management
 - Accountability



- Work Plans
 - Webinar ~early June
 - Lisa work plans, expectations
 - Heather pest list, survey method changes
 - Template – Online version in progress
 - Timing/Deadlines
 - Funding
 - Infrastructure
 - Indirect rates, salary increases, etc.
 - Travel, meetings –attendance at RPBs
 - Data Management
 - Multiple Entities within a State / Survey Planning
 - Roles and Responsibilities
 - Results in NAPIS and Accountability Report
 - Consequences for non-compliance
- State CAPS Committee Meetings
- Facilitation Training for SSCs and PSSs
- Cooperative Agreements
- Work Plan and Survey Naming Conventions
- Survey Supplies
- Trap & Lure Orders
 - Staffing at Moore
 - Lure Expiration Dates
 - New products this year
 - Lures Cross-contamination
- Farm Bill
- FY19 Update Going into FY20
 - Communication
 - Emergency Programs – Goal?
 - FY19 Goal 1 Survey – Work Plans Due Date
 - 2 months after spending plan announcement
 - SSF and Data Entry Guidance
 - Excel Template – Mandatory, Prioritize Surveys, ID Plans w/ Costs



- CAPS and PPA 7721 Goal 1 Survey
 - Discuss Concerns/Issues
 - What is not working?
 - How has your state been impacted by the current process?
 - What are the flaws in the current system?
 - What are your overall impressions on how things are working?
 - Other comments, suggestions, etc.
 - Ask these questions at Plant Board and collect responses
- Identification/Diagnostic Issues
 - Policy and Coordination
 - Financial Resources, Costs
 - Evaluate and Manage Capacity
 - What is the need, where do we put our resources?
 - Evaluate Cooperator and Program Needs
 - A survey to find answers?
 - Training
 - CAPS / Pest Detection Screening
 - Target audience PPQ and State personnel
 - SSC, PSS, PHSS, PPQ Techs, and others
 - Ensure everyone that is screening has the skills
 - Formalized training / certification?
 - Professional Development Center
 - Port/PIS detections and ID, why not domestic as well?

Thursday, March 21, 2019 (8:00 am – 5:00 pm)

- S&T CAPS Support and S&T Realignment
 - Processes and Work Flows
 - New Pest Submission Workflow
 - CAPS Datasheet stakeholder survey
- S&T CAPS Support
 - Objective Prioritization of Exotic Pests (OPEP)
 - Pathogen and Mollusk Impact Models
 - Likelihood of Introduction Model
 - Survey Feasibility Model
 - OPEP Summaries – PestLens Demo



- OPEP model excel file – is this used in survey planning?
 - Changes to the Pest Lists
 - Bundling Criteria for Removed Pests
 - Direction for 2021 Pest List
 - Commodity/Taxon Surveys and Manuals
 - Apple/Pear
 - Approved Methods for Pest Surveillance
 - Changes for 2020 season
 - Research/Method Development Needs
 - Pollinator Bycatch
- Purdue Update
- CAPS R&C New Website Update
 - Online Work Plans
 - NAPIS Data / SSC Entry
 - Survey Planning Page
 - Data Report Request Form
 - Fair and Appropriate Use Statement
- Regional Plant Board Meetings
- PSS / SSC attendance, travel, budget for in work plans
 - NCC liaison to agenda committees
 - NCC role for agenda items
 - NCC specific topics for the regional meetings – consistency within a year
 - SSC cross-regional attendance
 - SPB – proposing to add an extra morning onto meeting for all 4 groups - CAPS discussion
- Training Needs
- CAPS Introductory Guidebook
 - Next Topics
 - Identification Screening and Facilitation (covered above)
 - General survey planning, risk analysis, tactics, logistics, etc.
 - Who, what, where, when, and how
 - Funding
 - What is recommended training for new SPHDs, SPROs, PSSs, SSCs?



- National CAPS Webinar/Conference Call
 - CAPS Topics
 - High level topics, question and answer sessions
 - In March after NCC meeting and before RPBs
 - Guidelines
 - Work plans, expectations,
 - Pest list and survey methodology changes
 - Early June
 - Webinar and/or town hall format
- CAPS Webinar Series
 - Topics, Schedule
- CAPS Recognition 2019
- Additional Topics and Discussion
- Review of Action Items and Responsibility
- Summary, Closing and Last Thoughts

National Cooperative Agricultural Pest Survey Committee Bylaws

Purpose of the Bylaws

To establish rules of operation for the National Cooperative Agricultural Pest Survey (CAPS) Committee (NCC).

CAPS Mission

The mission of the Cooperative Agricultural Pest Survey (CAPS) program is to provide a survey profile of exotic plant pests in the United States deemed to be of regulatory significance to the United States Department of Agriculture (USDA), Animal and Plant Health Inspection Service (APHIS), Plant Protection and Quarantine (PPQ), State Departments of Agriculture, tribal governments, and other cooperators through early detection and surveillance activities by:

- Confirming the presence or absence of environmentally and/or economically harmful plant pests that impact agriculture or the environment, and that have potential to be of phytosanitary significance; and
- Establishing and maintaining a comprehensive network of cooperators and stakeholders to facilitate our mission and to safeguard our American plant resources.

NCC Purpose

The NCC represents CAPS cooperators at the national and state level and provides guidance for the Pest Detection program.

The NCC duties include:

- Providing national guidance for policy, procedures, budgets, and performance tracking of CAPS initiatives, including pest detection within specific pest eradication and management programs where overlap occurs with CAPS priority pests.
- Finalizing the annual PPQ National CAPS Guidelines including a list of exotic plant pests for survey priority, and communicating standardized survey methodologies.
- Communicating pest detection objectives, policy, and plans to the stakeholder constituency which the NCC member represents.
- Monitoring the roles and responsibilities of the State CAPS committees, including the duties of the State Plant Health Directors (SPHD), State Plant Regulatory Officials (SPRO), Pest Survey Specialists (PSS), and State Survey Coordinators (SSC) in implementing the CAPS program.
- Facilitating agreement between PPQ and cooperators on the process for developing pest survey lists for consideration at the state and national level, including commodity-based surveys.
- Identifying high-impact outreach efforts on an annual basis, especially to leverage resources and interest in pest detection.

- Evaluating the fairness and transparency in funding and accountability of cooperators' use of CAPS funds.
- Identifying training needs in support of CAPS (survey and regulatory policy and procedures, data management, and communications).
- Acting as an advisory committee for all information technology systems, databases, and websites in support of Pest Detection and CAPS.

NCC Membership

The CAPS program relies to a great degree on close cooperation between PPQ and state departments of agriculture. It is appropriate for the NCC members to be appointed accordingly.

NCC Member	Role and Responsibility*
PPQ- National Survey Coordinator (NSC), Plant Health Programs, Policy Management (PM)	National PPQ responsibility to provide leadership, management, and coordination to implement and oversee the CAPS program; chairs and organizes meetings and conference calls, and delivers information in a timely manner.
PPQ- National Operations Manager (NOM) for Pest Detection, Field Operations (FO)	Administration of CAPS in Field Operations, including guidance to States, and assures there is program accountability, fairness and transparency among states nationally; provides frequent and direct advice to the National Survey Coordinator.
PPQ- Assistant Director, PERAL – CAPS Support, Science & Technology (S&T)	Provide pest lists, prepare and present relevant scientific analyses, recommend survey methodologies, provide commodity-base pest survey guidelines, prepare risk maps and supporting documentation to inform decisions on pest survey, and to submit proposals for scientific endeavors in support of CAPS.
<div> <ul style="list-style-type: none"> • Move to an ad hoc membership? • Substitute 'CAPS Support Lead, Science & Technology (S&T)'? </div> PPQ – Plant Protection Act Section 7721 Program Representative	Provide Farm Bill Section 10007 perspective, strategy, and focus, and insures that CAPS and Farm Bill surveys and projects are linked and share common guidance; responsible for communicating NCC and CAPS topics, issues, and guidance with the Farm Bill Management Team, goal leads, and stakeholders.
PPQ- State Plant Health Director (SPHD), Field Operations (FO); two representatives	Provide unique PPQ state-level perspective on specific issues regarding CAPS policy, procedures, and initiatives; responsible for

NCC Member	Role and Responsibility*
	communicating NCC and CAPS topics and issues with the national SPHD constituency.
National Plant Board (NPB)- State Plant Regulatory Official (SPRO), Eastern, Southern, Central, and Western Plant Boards; four representatives	Provide state-level perspective unique to SPROs regarding CAPS policy, procedures, and initiatives; represent their respective Plant Board, and responsible for communicating NCC and CAPS topics and issues.
PPQ- Pest Survey Specialist (PSS), Field Operations (FO); two representatives	Provide unique PPQ field-level perspective on specific issues regarding CAPS policy, procedures, and initiatives, particularly the feasibility of implementation in the field; responsible for communicating NCC and CAPS topics and issues with the national PSS constituency.
State Dept. Ag.- State Survey Coordinator (SSC), Eastern, Southern, Central, and Western Plant Board States; four representatives	Provide state, field-level perspective for states in their respective Plant Board region on specific issues of concern to the states, particularly the feasibility of implementing new survey policy, procedures, or initiatives; responsible for communicating NCC and CAPS topics and issues with their constituency.

*The current *Cooperative Agricultural Pest Survey (CAPS) National Guidelines*, contains a comprehensive list of roles and responsibilities of various positions in the CAPS program.

The Pest Detection Management Team (PDMT)

The Pest Detection Management Team (PDMT) consists of individuals occupying the following positions on the NCC. Their participation on the PDMT is contingent on their position as described below. The PDMT will convene frequent discussions as needed.

- National Policy Manager for Pest Detection (NPM), Policy Management
- National Operations Manager for Pest Detection (NOM), Field Operations
- **Assistant Director, PERAL** - CAPS Support, Science & Technology
- **CAPS Support Lead, Science & Technology** ???

NCC Membership Selection

- The National Policy Manager, the National Operations Manager, and the **S&T** CAPS Support **personnel** serve on the NCC as long as they remain in their position.

Delete this bullet?

- The Farm Bill representative will be chosen by the Farm Bill Management Team (FBMT) in consultation with the NPM, and approved by the PDMT. They will serve on the NCC as long as they remain in their position with the Farm Bill Program, or that the FBMT decides to change representation.
 - The NCC approved the addition of this position to the NCC on February 12, 2013, as a permanent member to coincide with the expanded scope of surveys conducted through Farm Bill funding, and the tight linkage of CAPS survey guidance and methodology in Farm Bill surveys.
- The four National Plant Board representatives will be selected or appointed by their respective Regional Plant Boards and President in consultation with the NPM, and approved by the PDMT. They will serve a three-year term unless renewed.
- The two State Plant Health Directors will be selected and nominated by the SPHDs nationally in consultation with the National Operations Manager for Pest Detection, with support of the Executive Director of Field Operations and the respective Associate Executive Director (AED), and approved by the PDMT. They will serve a three-year term unless renewed.
- The two Pest Survey Specialists will be selected and nominated by the PSSs nationally in consultation with the National Operations Manager for Pest Detection, with support of the SPHD of the individual's State, the Executive Director of Field Operations, and the appropriate Associate Executive Director (AED), and approved by the PDMT. They will serve a three-year term unless renewed.
- The four State Survey Coordinators will be selected and nominated by the SSCs in that Plant Board Region in consultation with the National Operations Manager for Pest Detection, with approval by the individual's supervisor, support of the SPRO of the individual's State, concurrence of the respective Regional Plant Board President, and approved by the PDMT. They will serve a three-year term unless renewed.

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 received 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. Factors such as regional location (north, south, east, west), size (large, small), and pest risk factors (ports, pathways), among others should be considered by the constituencies when nominating a representative.

Delete this paragraph

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.

Replace with this paragraph

While it is recommended that the NCC achieve maximum national diversity and perspective with regard to the geographical location of each member, it is recognized that, as time goes on, it will not always be possible for each member to be from a different state. In keeping with this reality, and at the same time maintain the diversity of perspective on the NCC, members may be from the same state, but not from the same organization or office. For example, a SPHD or PSS and a SPRO or SSC may be from the same state, but not a SPHD and PSS or SPRO and SSC. The priority will always be to strive for the most diverse membership. However, the NCC values maximum participation, and members of the CAPS community who volunteer to participate in the NCC should not be turned away based only on a one-member-per-state rule. It more important that the core constituencies be represented in the best manner possible.

- The NCC approved the modification of the one-member-per-state rule on March, 20, 2019.

The committee aims for continuity and frequent turnover is discouraged; however, adjustments will be allowed to accommodate changes as necessary. NCC members may be re-appointed up to two consecutive terms (not to exceed six years). In an effort to avoid concurrent term expirations, NCC members will serve on a staggered schedule as often as possible. Term years run from January 1 through December 31. The term schedule is posted on the [NCC page](#) of the [CAPS Resource & Collaboration](#) website. If a member is unable to complete their term, another will be selected based on the process described above to fill the remaining time of that term. The NPM will notify the Executive Director of Field Operations, Regional Plant Board President, PDMT, and others as appropriate before November 1 of the expiration of a member's term, and convey the need to either re-appoint the member or select a new representative to the NCC.

Effective April 1, 2013, the State Plant Health Director and Pest Survey Specialist serving on the NCC for the longer period of time will be primarily responsible for communications within the national constituency. If the term of this individual is renewed for an additional 3 years, then the communication responsibility will switch, and the other individual will assume the responsibility nationally. This will allow a more

equitable sharing of responsibilities while maintaining the diversity of input to the NCC. Otherwise, coordination of communication responsibilities will be determined between the two individuals.

Invited Participant

Both non-government and government parties will be invited to provide their unique perspectives on specific issues, on an ad hoc basis, as approved by the NCC. Many of these individuals will be invited to participate in conference calls and meetings throughout the year, depending upon the agenda. Some of the invited participants may include university cooperators, PPQ Information Technology (IT) staff, CAPS Information System (CAPSIS) User Services, The Nature Conservancy, National Invasive Species Council (NISC), USDA National Institute of Food and Agriculture (NIFA), US Forest Service, APHIS Native American Working Group representative, Native American tribal representatives, and industry organizations. Invited participants do not serve for a specific term, but only as long as projects or tasks requiring their unique contribution is needed. Once the issue has been addressed or project(s) completed, the invited participant will no longer be obligated to participate in NCC discussions.

Any government entity (i.e. federal, state, local, and/or tribal government officials) may be invited to participate in discussions with an agency of the Federal government without requiring deliberations to be conducted according to the Federal Advisory Committee Act (FACA). Non-government employees will not be asked to engage in discussions that could be interpreted to provide “consensus advice recommendations or advice” to the federal government. Their role will be to provide information and perspective on specific issues. The views of non-NCC members will be considered along with all other information and views available. Therefore, the NCC will not need to conduct meetings under FACA procedures.

Committee Meetings

An annual NCC meeting will be held during the latter half of January or early February to review and evaluate the CAPS program, prioritize pest surveys, and discuss issues and topics of interest to the CAPS community. Conference calls will be convened monthly, with the agenda, date and time, ad hoc participation, and toll free numbers provided in advance. Minutes to all meetings will be posted on the CAPS Resource & Collaboration web site, and will be available to the CAPS community.

The NCC will strive for consensus. If an impasse is reached, the PDMT may try to resolve the issue via separate discussion with the NPB President, the Executive Directors of Policy Management, Field Operations, and/or Science & Technology, the PPQ Leadership Team, or other individuals or organizations, and then communicate the decision to the NCC. If an immediate decision must be made at the time the NCC is convened, the National Policy Manager will break the impasse by making the final decision, with follow up discussions with the PDMT to review the decision before that decision is communicated out to the NCC and CAPS community.

An important obligation for all NCC members is communication about CAPS activities with their respective constituency. The NCC member must hear their constituents concerns and represent their interests. It is recommended that each representative contact their constituency prior to each monthly NCC conference call or NCC meeting and ask for input on critical issues as necessary. Ideas and issues should be brought to the attention of the NCC for discussion, and meeting minutes, action items, resolutions, and decisions will be communicated back to the CAPS community through the NCC member's constituency. It also is important to communicate upward, and keep PPQ management and the National and Regional Plant Board Directors aware of CAPS policies, topics, issues, and activities.

Financial Support

Travel expenses to the annual NCC meetings will be budgeted for APHIS personnel. Non-APHIS participants may request travel support through the PPQ-National Plant Board cooperative agreement.

Rules of Conduct

The NCC strives for open, frank, constructive dialogue in its deliberations, and will conduct meetings in a manner that provides an opportunity for all members to be heard. The NCC will strive for consensus on all issues. They will foster an environment of trust and confidentiality among its members. They will not personalize issues. If issues are sensitive, they will be identified as such and the NCC will handle them as agreed to by the NCC. If an NCC member has disagreement with a particular issue, they will voice their opinion with the NCC where it will be addressed. If the issue is not resolved to their satisfaction, they may either remove themselves from deliberations on that issue or they may ask to be removed from the NCC. However, the NCC expects the confidentiality of its deliberations to be honored as a professional courtesy even if the member is removed from discussion on an issue or is removed from the NCC. The NPM, with concurrence of the PDMT, President of the National Plant Board, Executive Directors of Policy Management, Field Operations, and/or Science & Technology, may seek to replace NCC members if they fail to meet their obligations.

Maintenance of the Bylaws

Any questions, concerns, or suggestions to improve these Bylaws may be addressed to John Bowers, the National Policy Manager for Pest Detection, located at the following address:

USDA-APHIS-PPQ, Pest Detection & Emergency Programs, 4700 River Road, Unit 26, Riverdale, MD 20737-1236, (301) 851-2087, John.Bowers@aphis.usda.gov

National Cooperative Agricultural Pest Survey (CAPS) Committee (NCC) - Term Limits & Rotations

Name	Affiliation	Title	Position on committee	Term	2017	2018	2019	2020	2021	
John Bowers	PPQ PHP	National Policy Manager - PD	NCC - Chairperson	Permanent	x	x	x	x	x	
Lisa Jackson	PPQ FO	National Operations Manager - PD	NCC	Permanent	x	x	x	x	x	
Alison Neeley	PPQ S&T	Science & Technology CAPS Support	NCC	Permanent	x	x	x	x	x	
Michael Tadle	PPQ FBMT	National Policy Manager - FB	NCC	Permanent	x	x	x	x	x	Present Year
Eric Ewing	PPQ FO	State Plant Health Director	NCC	3-year		x	x	x		1st Term
Greg Rentschler	PPQ FO	State Plant Health Director	NCC	3-year	x	x	x			1st Term
Megan Abraham	State	Central Plant Board - SPRO	NCC	3-year	x	x	x			1st Term
Kimberly Rice	State	Eastern Plant Board - SPRO	NCC	3-year		x	x	x		1st term
Joy Goforth	State	Southern Plant Board - SPRO	NCC	3-year			x	x	x	1st Term
Helmuth Rogg	State	Western Plant Board - SPRO	NCC	3-year		x	x	x		1st term
Tiffany Mauro	PPQ FO	Pest Survey Specialist	NCC	3-year	x	x	x			1st Term
Chris Pierce	PPQ FO	Pest Survey Specialist	NCC	3-year			x	x	x	1st Term
Dale Anderson	State	Central Plant Board - SSC	NCC	3-year		x	x	x		2nd Term
Emilie Inoue	State	Eastern Plant Board - SSC	NCC	3-year			x	x	x	2nd Term
Brad Danner	State	Southern Plant Board - SSC	NCC	3-year			x	x	x	1st Term
Ian Foley	State	Western Plant Board - SSC	NCC	3-year	x	x	x			2nd term

The rotation schedule began January 1, 2008

Annual terms are from January 1 - December 31

Members serve a 3-yr term

A 2nd, 3-yr term is possible with concurrence of the constituency



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.

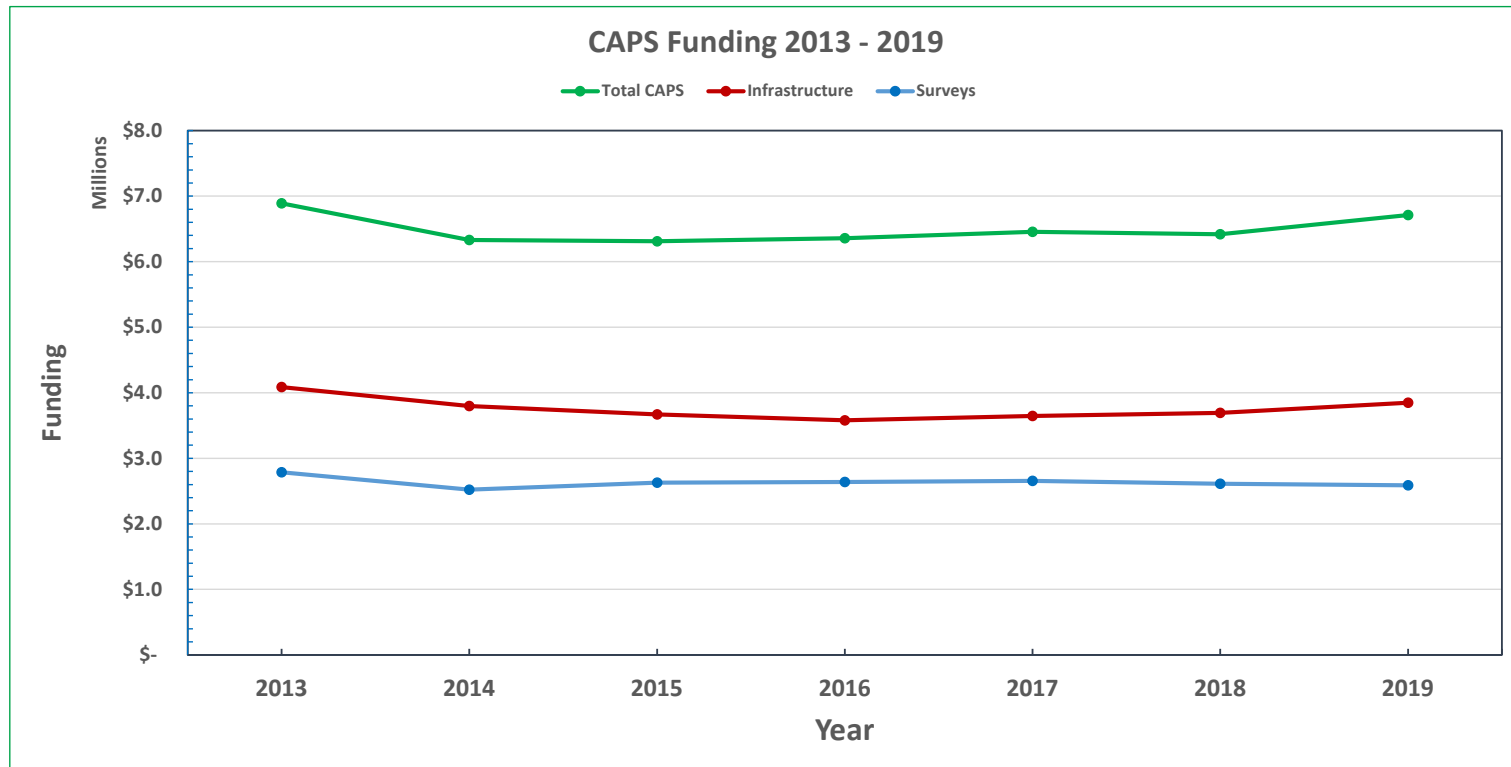
CAPS Surveys Funding FY15 - FY19

CAPS Surveys and Funding	2015		2016		2017		2018		2019	
Priority Surveys	# States	Funding	# States	Funding	# States	Funding	# States	Funding	# States	Funding
Corn Commodity Survey	8	\$ 222,730	9	\$ 191,755	13	\$ 213,366	12	\$ 227,961	14	\$ 340,131
Cotton Commodity Survey	3	\$ 67,827	3	\$ 67,666	2	\$ 24,839	2	\$ 42,997	2	\$ 31,006
Cyst Nematode Survey	3	\$ 20,988	2	\$ 31,074	2	\$ 13,461	3	\$ 33,737		
Exotic Wood Borer/Bark Beetle Survey	20	\$ 537,151	21	\$ 584,205	21	\$ 536,179	20	\$ 618,146	15	\$ 519,124
Mollusk Survey	3	\$ 122,600	4	\$ 138,657	6	\$ 197,388	6	\$ 94,938	6	\$ 120,248
Oak Commodity Survey	3	\$ 80,589	4	\$ 65,722	6	\$ 99,844	5	\$ 81,026	7	\$ 121,979
Palm Commodity Survey	1	\$ 6,000	1	\$ 6,000	1	\$ 6,250	1	\$ 6,000	1	\$ 6,000
Pine Commodity Survey	6	\$ 144,593	4	\$ 109,982	5	\$ 113,275	4	\$ 147,549	3	\$ 124,660
Small Grains Commodity Survey	7	\$ 110,406	11	\$ 200,365	8	\$ 113,575	7	\$ 121,991	8	\$ 160,641
Solanaceous Commodity Survey			2	\$ 9,660			1	\$ 3,000	1	\$ 3,000
Soybean Commodity Survey	10	\$ 148,419	9	\$ 124,417	9	\$ 115,881	7	\$ 63,070	7	\$ 72,368
Stone Fruit Commodity Survey									1	\$ 22,519
Tropical Hosts Commodity Survey			2	\$ 48,691	3	\$ 53,115	3	\$ 50,832	3	\$ 54,772
Number of Surveys	64	\$ 1,461,303	72	\$ 1,578,194	76	\$ 1,487,173	71	\$ 1,491,247	68	\$ 1,576,448

	2015		2016		2017		2018		2019	
State Bundled Surveys	# States	Funding	# States	Funding	# States	Funding	# States	Funding	# States	Funding
Citrus Commodity Survey	1	\$ 4,600	1	\$ 5,568	2	\$ 41,441	1	\$ 5,200	1	\$ 5,200
Exotic Buprestid (Cerceris) Survey	1	\$ 2,053	1	\$ 2,053	2	\$ 18,103				
Exotic Phytoplasma Survey							1	\$ 18,542	2	\$ 24,292
Field Crops Pest Survey	2	\$ 42,406	4	\$ 80,747	4	\$ 101,784	7	\$ 137,667	5	\$ 88,174
Forest Pest Survey	8	\$ 175,041	15	\$ 433,861	13	\$ 421,298	13	\$ 396,224	12	\$ 297,354
Fruit Crops Pest Survey	4	\$ 27,938	1	\$ 3,660						
General Nematode Survey	1	\$ 39,885			1	\$ 28,713	3	\$ 83,551	2	\$ 13,424
Greenhouse Crops Pest Survey										
Legume Pest Survey	1	\$ 4,369								
Maple/Oak Survey	3	\$ 136,227								
Mixed Berry / Small Fruit Survey			1	\$ 13,664						
Mixed Commodity Bundled Survey	3	\$ 39,028								
Nursery and Retail Plants Pest Survey	20	\$ 483,509	18	\$ 441,578	20	\$ 452,469	19	\$ 397,159	17	\$ 449,691
Pulse Crops Pest Survey			1	\$ 27,065					1	\$ 27,296
Rice Pest Survey	4	\$ 40,193	2	\$ 33,591	2	\$ 32,161	2	\$ 30,550	3	\$ 64,496
Root Crop Survey										
Tree Fruit Pest Survey	3	\$ 77,252								
Tree Nursery Pest Survey					1	\$ 29,345				
Vegetable Crops Pest Survey	5	\$ 87,169	1	\$ 10,000	3	\$ 34,295	3	\$ 42,801	2	\$ 34,526
NY Tribes	2	\$ 8,000	2	\$ 8,000	2	\$ 8,000	2	\$ 10,000	2	\$ 8,000
Number of Surveys	58	\$ 1,167,670	47	\$ 1,059,787	50	\$ 1,167,609	51	\$ 1,121,694	47	\$ 1,012,453
Total Survey	122	\$ 2,628,973	119	\$ 2,637,981	126	\$ 2,654,782	122	\$ 2,612,941	115	\$ 2,588,901
Identification Support	2	\$ 13,688	4	\$ 141,174	4	\$ 156,098	4	\$ 248,384	4	\$ 232,500

CAPS Surveys Funding FY15 - FY19

	2015		2016		2017		2018		2019	
	#	Funding	#	Funding	#	Funding	#	Funding	#	Funding
Surveys	122	\$ 2,628,973	119	\$ 2,637,981	126	\$ 2,654,782	122	\$ 2,612,941	115	\$ 2,588,901
Infrastructure	50	\$ 3,669,257	50	\$ 3,580,070	49	\$ 3,644,608	50	\$ 3,693,843	53	\$ 3,848,944
Identification Support	2	\$ 13,688	4	\$ 141,174	4	\$ 156,098	4	\$ 248,384	4	\$ 232,500
Total CAPS		\$ 6,311,918		\$ 6,359,225		\$ 6,455,488		\$ 6,555,168		\$ 6,670,345
 Pest Detection Appropriation		\$ 27,446,000		\$ 27,446,000		\$ 27,446,000		\$ 27,446,000		\$ 27,446,000
Percent of PD Appropriation		23.00%		23.17%		23.52%		23.88%		24.30%
 Pest Detection Allocation to PPQ		\$ 23,484,225		\$ 23,359,933		\$ 23,615,925		\$ 23,472,254		\$ 23,472,254
Percent of PD Allocation		26.88%		27.22%		27.34%		27.93%		28.42%
 Pest Detection Allocation to FO		\$ 18,378,455		\$ 18,714,227		\$ 18,707,059		\$ 18,823,980		\$ 18,823,980
Percent of PD Allocation to FO		34.34%		33.98%		34.51%		34.82%		35.44%



Farm Bill Goal 1 Survey: FY15-19

National Priority Surveys	FY15		FY16		FY17		FY18		FY19	
	Funding	Count	Funding	Count	Funding	Count	Funding	Count	Funding	Count
Asian Defoliator Survey	\$ 1,013,445	7	\$ 1,107,902	10	\$ 1,165,702	13	\$ 1,149,394	11	\$ 1,149,323	12
Cyst Nematode Survey	\$ 332,387	7	\$ 307,762	7	\$ 345,188	8	\$ 209,700	6	\$ 212,401	6
EWB/BB - Forest Pests	\$ 481,297	7	\$ 679,960	12	\$ 435,205	9	\$ 499,800	14	\$ 627,781	15
Grape Commodity Survey	\$ 489,405	13	\$ 463,413	15	\$ 725,690	17	\$ 596,474	13	\$ 583,364	14
Nursery and Ornamental Survey	\$ 185,000	1	\$ 125,000	1	\$ 185,000	2	\$ 261,000	5	\$ 120,000	2
Orchard / Apple / Tree Fruit Survey	\$ 476,792	11	\$ 539,522	12	\$ 460,852	11	\$ 327,935	9	\$ 395,044	7
Palm Commodity Survey	\$ 253,004	4	\$ 75,000	2	\$ 676,146	10	\$ 340,000	6	\$ 229,739	6
Pathway Survey for Pests of Multiple Agricultural Systems	\$ 261,290	2	\$ 222,000	2	\$ 135,220	2	\$ 331,000	5	\$ 301,927	5
Potato Commodity Survey			\$ 58,000	1	\$ 20,000	1			\$ 39,700	1
Small Fruit / Mixed Berry Commodity Survey	\$ 154,689	5	\$ 202,932	5	\$ 134,510	5	\$ 135,344	5	\$ 93,832	4
Solanaceous / Tomato Commodity Survey	\$ 587,772	12	\$ 289,697	8	\$ 664,777	17	\$ 637,134	16	\$ 492,155	13
Stone Fruit Commodity Survey	\$ 1,052,521	9	\$ 676,526	6	\$ 542,768	10	\$ 732,568	9	\$ 721,572	12
Terrestrial Mollusk Survey	\$ 45,914	2	\$ 18,092	1	\$ 18,145	1	\$ 213,000	4	\$ 138,000	3
Vegetable Crops Pest Survey					\$ 10,838	1	\$ 48,705	4	\$ 133,578	6
Totals	\$ 5,333,516	80	\$ 4,765,806	82	\$ 5,520,041	107	\$ 5,482,054	107	\$ 5,238,416	106
Percent of Total Goal 1 Survey	34.5%	48.8%	39.2%	48.8%	35.0%	56.0%	31.8%	56.6%	36.3%	56.4%
Percent of Total Farm Bill	10.1%	18.3%	8.9%	17.8%	10.2%	22.2%	8.8%	20.6%	8.8%	25.3%

Pest Program Surveys	FY15		FY16		FY17		FY18		FY19	
	Funding	Count	Funding	Count	Funding	Count	Funding	Count	Funding	Count
Citrus Commodity Survey			\$ 494,556	2	\$ 482,000	2	\$ 887,000	3	\$ 462,000	2
Asian Longhorn Beetle Survey									\$ 15,000	1
Coconut Rhinoceros Beetle Survey									\$ 60,000	1
Exotic Fruit Fly Survey - CA	\$ 4,000,000	1	\$ 3,000,000	1	\$ 6,600,000	1	\$ 6,800,000	1	\$ 5,000,000	1
Exotic Fruit Fly Survey							\$ 1,030,000	2	\$ 1,030,000	2
Honey Bee National Survey	\$ 490,414	36	\$ 484,199	38	\$ 610,069	42	\$ 507,118	35	\$ 541,300	37
Khapra Beetle National Survey	\$ 186,779	4	\$ 139,635	5			\$ 123,822	5	\$ 16,822	3
Pale Cyst Nematode / Golden Nematode Survey							\$ 75,000	1	\$ 75,000	1
Phytophthora ramorum National Survey	\$ 492,931	17	\$ 378,907	13	\$ 237,236	13	\$ 322,929	15	\$ 283,125	13
Plum Pox Survey			\$ 45,000	1			\$ 53,000	2		
Ralstonia solanacearum Survey			\$ 28,000	1	\$ 30,100	1				
Walnut Twig Borer/Thousand Cankers Disease Survey	\$ 323,774	9	\$ 317,295	14	\$ 265,347	12	\$ 176,500	10	\$ 128,400	8
Totals	\$ 5,493,898	67	\$ 4,887,592	75	\$ 8,224,752	71	\$ 9,975,369	74	\$ 7,611,647	69

Farm Bill Goal 1 Survey: FY15-19

Other G1S Surveys	FY15	FY16	FY17	FY18	FY19
Ambrosia beetle					
CAPS Enhancement					
Crazy ants, soybeans, mollusk, termites					
NAPFAST					
PPV & ambrosia beetle					
Crazy Ant Survey					
Duponchelia Survey					
Enhanced Exotic Pests Surveys - CA					
Exotic Terrestrial Plant Pest Survey Pathway					
Marinas and Canals					
Nut Pest Survey	\$ 275,000 3	\$ 250,000 3	\$ 200,000 3	\$ 125,000 2	\$ 75,000 2
Pierce's disease/GWSS					
Wyoming Pest Surveys					
Laurel Wilt Survey					
Pacific Northwest Exotic Sawfly Survey					
Biosecurity Program for Early Detection of Honey Bee Pests and Diseases					
Cherry Blossom Moth Survey					
Exotic Psyllids and Liberibacter Species Survey					
Thrips Associated with Peony in Alaska					
Viruses in Imported and Domestically Produced Ornamentals					
Asian Citrus Psyllid Survey - CA					
Gladiolus Rust Survey					
Barberry Detection Survey					
False Codling Moth Survey	\$ 100,000 1	\$ 75,000 1			
Phytophthora Species Survey					
Asian Giant Hornet and Other Invasive Vespa Species Detection and Miti	\$ 104,760 3				
Bumble bee pathogen and parasite survey	\$ 77,654 1		\$ 20,000 1		
Firewood Survey	\$ 10,000 1				
Invasive Species Survey -CNMI	\$ 20,000 1				
Old World Bollworm Survey	\$ 389,252 1				
Polyphagous Shot Hole Borer/Fusarium Dieback	\$ 225,000 1	\$ 175,000 1	\$ 175,000 1		
Resources for Early Detection of Parasites Infesting Honey Bees in Texas	\$ 40,813 1				
Coffee Pests Survey		\$ 200,000 2			
Light Brown Apple Moth Delimitation Survey		\$ 65,000 1			
Weed Surveys on the Colville Reservation		\$ 15,000 1			
Public Gardens Survey			\$ 108,557 1	\$ 100,000 1	\$ 120,000 1
Spotted Lanternfly Pathway Survey			\$ 17,163 1		
Survey of Susceptible Crops for Exotic Phytoplasmas			\$ 35,177 1		
Field Crop Pest Survey				\$ 23,750 1	\$ 50,000 1
Grapevine Virus Survey				\$ 29,000 1	
Weed Survey affecting Wild Rice on Tribal Lands				\$ 9,972 1	
Bumble Bee Survey					\$ 102,166 3
Corn Commodity Survey					\$ 15,000 1
Exotic Delphacids and Associated Pathogens Survey					\$ 20,000 1
Nursery Stock Virus Survey					\$ 20,000 1
Totals	\$ 1,242,479 13	\$ 780,000 9	\$ 555,897 8	\$ 287,722 6	\$ 402,166 10

Farm Bill Goal 1 Survey: FY15-19

3

Other G1S Projects	FY15		FY16		FY17		FY18		FY19									
Intergrated Plant Health Information System (IPHIS)	\$	2,530,000	1															
Survey Supply IPHIS Survey Supply Module Nut Pest Survey-Supplies	\$	566,929	1	\$	1,159,500	1	\$	830,000	1	\$	863,000	1	\$	620,000	1			
Honey Bee National Survey Sample Analysis Bee Informed Partnership (BIP) Honeybee Survey, coordination	\$	290,951	1	\$	559,948	1	\$	569,765	1	\$	640,950	1	\$	527,338	1	\$	49,409	1
PPV Domestic Diagnostics Support																		
Stone Fruit Commodity Survey Taxonomic Support/Sequencing	\$	22,000	1															
PCN Sample Processing																		
CAPS Program Support																		
Apiary Inspection Disease Detection Canine Training Screening insects for Geosmithia morbida, cause of thousand cankers disease							\$	37,121	1				\$	11,906	2			
Totals	\$	3,409,880	4	\$	1,719,448	2	\$	1,448,792	5	\$	1,503,950	2	\$	1,196,747	3			
Total Funding and Surveys/Projects for Goal 1 Survey	\$	15,479,773	164	\$	12,152,846	168	\$	15,749,482	191	\$	17,249,095	189	\$	14,448,976	188			
Total Farm Bill Section 10201/10007 Funding	\$	52,995,375	437	\$	53,250,000	460	\$	54,112,764	481	\$	62,244,948	519	\$	59,550,388	419			
Goal 1 Survey Percent of Total Farm Bill		29.21%	37.53%		22.82%	36.52%		29.10%	39.71%		27.71%	36.42%		24.26%	44.87%			



Cooperative Agricultural Pest Survey (CAPS) 2019 National Pest Surveillance Guidelines April 22, 2018

INTRODUCTION

The purpose of these guidelines is to provide pest surveillance direction for the Cooperative Agricultural Pest Survey (CAPS) Program. These guidelines are for State Departments of Agriculture, Plant Protection and Quarantine (PPQ), tribal governments, and collaborators that conduct pest surveillance activities with Pest Detection and Farm Bill Goal 1 Survey - National Priority Surveys funding. These guidelines and the referenced resources provide general and specific direction on Program processes and how pest surveillance activities should be conducted. Questions concerning current or yearly survey activities may be obtained from the National Policy Manager for Pest Detection in Policy Management, National Operations Manager for Pest Detection, or members of the National CAPS Committee (NCC).

MISSION

The mission of the Cooperative Agricultural Pest Survey (CAPS) program is to provide a survey profile of exotic plant pests in the United States deemed to be of [Regulatory Significance](#) to the United States Department of Agriculture (USDA), Animal and Plant Health Inspection Service (APHIS), Plant Protection and Quarantine (PPQ), State Departments of Agriculture, tribal governments, and other cooperators through early detection and surveillance activities by:

- Confirming the presence or absence of environmentally and/or economically harmful plant pests that impact agriculture, the environment, or our natural resources and that have potential to be of phytosanitary significance; and
- Establishing and maintaining a comprehensive network of cooperators and stakeholders to facilitate our mission and to safeguard our American plant resources.

The CAPS program strives to conform to the [International Standards for Phytosanitary Measures](#) (ISPMs) as adopted by [The International Plant Protection Convention](#) (IPPC). The IPPC is an international plant health agreement, established in 1952, that aims to protect cultivated and wild plants by preventing the introduction and spread of pests. The United States is a signatory to The Convention.

PROGRAM OVERVIEW & ORGANIZATION

Central to the success of the CAPS program is clarity about the roles and responsibilities of all parties involved in cooperative surveys. This includes surveys conducted by PPQ and State cooperators funded through the Pest Detection line item and Farm Bill Goal 1 Survey. While the focus of these survey guidelines is primarily directed to PPQ state offices and state cooperators, it also extends to universities, tribal governments, and,

potentially, to industry partners, non-traditional parties (i.e., environmental groups), and other organizations concerned about the threat of introduced invasive pest species.

At both the national and state-levels, an organized effort to engage industry early in the survey-planning process is recommended. This is necessary because the strategy of the CAPS program continues to stress bundled surveys that target multiple pests based on commodities, taxa, environments and habitats, industries and businesses, and the continuum along pest introduction pathways.

The hosts, commodities, industries, and businesses impacted by pests span the country nationally, and it is appropriate to address the risks from an agro-ecosystem perspective. APHIS believes the commodity/ecosystem approach will provide a holistic framework for prevention, preparedness, response, and recovery from invasive pests of regulatory significance. APHIS realizes the value of engaging stakeholders throughout this continuum, especially when communicating about pest risks, jointly setting survey priorities, and leveraging resources across organizational boundaries. It is imperative that the CAPS community communicate the goals and objectives of the CAPS program. Open dialogue at the national and state level with industry and other stakeholders is of vital importance for the success of CAPS. In order to facilitate this dialogue, PPQ has provided a categorization of pest threats in the form of a [Prioritized Pest List](#), [Commodity and Taxon-based Pest Lists](#), [Standardized Methodology for Survey](#), and other [Resources](#).

The CAPS program is managed by the Pest Detection Management Team (PDMT). The PDMT consists of the PPQ National Policy Manager for Pest Detection (NPM) in Policy Management (PM), the PPQ National Operations Manager (NOM) for Pest Detection in Field Operations (FO), and the PPQ Science Coordinator for CAPS Support, Center for Plant Health Science and Technology (CPHST) in Science & Technology (S&T). The PDMT has overall responsibility for program policies, operations, and scientific support of the CAPS program. The PDMT is supported by the National CAPS Committee (NCC). The NCC is composed of representatives from each of the core constituencies in the CAPS community. Responsibilities for the PDMT and the NCC also are found in the [National CAPS Committee \(NCC\) Bylaws](#). The Domestic Diagnostic Coordinator in PPQ National Identification Services (NIS) also supports the Program and CAPS community through various [taxonomic services](#).

The National CAPS Committee will revise the National Pest Surveillance Guidelines when annually reviewing the policy, strategy, and performance of the CAPS program. The NCC also will approve annually a “Priority Pest List.” This list will include the [Commodity and Taxonomic Survey Pests](#), as well as [Pests of Economic and Environmental Importance](#) (OPEP Prioritized List). The Priority Pest List will be based on input by PPQ, the States, Center for Plant Health Science and Technology (CPHST), National Identification Services (NIS), and commodity organizations. A [transparent process for assessing pests](#) for the Priority Pest List has been implemented. States will select from the Priority Pest List to complete the Priority Surveys in CAPS (and National Priority Surveys under Farm Bill Goal 1 Survey).

The State CAPS Committee will determine and recommend survey priorities for pests of State regulatory concern in their state. The State Plant Health Director (SPHD) and State Plant Regulatory Official (SPRO), in consultation with the Pest Survey Specialist (PSS) and State Survey Coordinator (SSC), and considering the recommendations and advice of the State CAPS Committee, are responsible for the selection of pests that are important to their State as per the guidance given in these Guidelines. This collaboration will allow flexibility on a state-by-state basis. PPQ encourages industry-state partnerships for pest survey.

In order to provide this flexibility, performance measures must be in place early in the planning process so that there is cooperator accountability where Federal funds are provided. These performance measures will enable the assessment of accomplishments made toward pest selection and survey objectives outlined in CAPS cooperative agreements. [Activities](#) performed by SSCs that result in advancing the overall program's effectiveness will support this assessment process. The [Infrastructure Report Template](#) is provided for the SSC to report on activities in support of the Pest Surveillance mission across all programs for which activities were conducted in their state. This also will help justify the continued funding of the SSC position in Infrastructure. The roles and responsibilities of the core constituencies, SPHD, SPRO, PSS, and SSC, can be found [here](#).

The SSC, in collaboration with the PSS, will make use of pest risk information from various sources. Such sources include: pest data sheets; pest-risk assessments; pests categorized through the [Objective Prioritization of Exotic Pests](#) process; "risk zones" and other information communicated to the SPHDs by the NOM; pests that need to be surveyed per the PPQ Management Team's endorsement of recommendations of the PPQ New Pest Advisory Group (NPAG); industries' suggestions for coordinated survey/monitoring of pests of mutual concern; changes in patterns of risk or commerce that indicate domestic survey is merited along a risky pest pathway; and select agents that present some threat for potential bioterrorism.

INFRASTRUCTURE & SURVEYS

PPQ intends to allocate funds to each State in a fair and transparent manner. Each State needs to be able to predict the minimal level of Federal funding it will receive from year-to-year in order to plan surveys and acquire/retain a resource base. However, the CAPS program needs to be sufficiently flexible to address national priorities that may have shifted since pests were first being considered for survey due to new pests that may have been found, or specific direction APHIS may have received in the federal funding appropriations.

Funds to support CAPS are generally provided to State Departments of Agriculture and other cooperators through cooperative agreements, which are administered through the PPQ Field Operations offices (Hubs). The annual APHIS Pest Detection "line item" appropriation and Farm Bill Goal 1 Survey allocations are the funding sources for CAPS and PPQ surveys. Funds from the Pest Detection line item and Farm Bill Goal 1 Survey

also may be used, in some cases, when pests are found that are new to the United States or are found in new areas of the country. However, The CAPS Program is focused on early detection, and these surveys, if approved, are not intended to intensively delimit the extent of spread of a pest around a specific infestation site.

The funding process for CAPS is linked to justifications from each State for: (I) Infrastructure and (II) Surveys to address National Priority Pests. Pests of state concern should be bundled with National Priority Pests in Bundled Surveys. (The funding process for Farm Bill projects is determined by the Farm Bill Program).

Infrastructure

Funds are provided to each state to support the State Survey Coordinator (SSC), specifically to cover expenses related to salary; benefits/fringe; standard support equipment (including but not limited to: desktop computer, laptop computer, cell phone, or other PPQ-recommended equipment); in-state travel (cooperator and/or industry meetings, outreach, etc.); and departmental overhead typical for this position. If a need is demonstrated for data management support, i.e., part-time salary/benefits, it may be appropriate to include these expenses in Infrastructure. A justification must be provided. [Outreach](#) should enhance survey and pest detection efforts, and should be linked to an active survey effort in the State in a manner that enhances the CAPS Program.

Out of state travel for the SSC (or other state cooperator) is capped at \$3,000, and will be approved only for CAPS-specific meetings that the individual attends in their role as the state CAPS representative (e.g., Regional Plant Board meeting and National CAPS Meeting). Funding may be augmented to the cooperative agreement for travel to a National CAPS Meeting in years when it is held. It is not appropriate to charge to the Pest Detection agreements travel to other meetings not specific to the CAPS program. Similarly, it is not appropriate to charge to Pest Detection PPQ travel to other meetings not specific to the CAPS program. In-state travel to conduct surveys should be addressed in the Survey work plans. Other in-state travel needs should be clearly aligned with supporting CAPS initiatives.

Care also should be taken that equipment requests are needed in the current year and are not being carried over from a previous agreement. Equipment requests should support the SSC only, and SSCs are encouraged to provide PPQ an IT inventory to ensure needs are being met, equipment is replaced in a reasonable time frame, and equipment procured to support CAPS activities remains available to the program.

Personnel expenses for conducting survey activities should be addressed in the Survey work plans. Survey expenses are not allowed in Infrastructure funding.

Infrastructure costs will be addressed during the formulation of the total budget for each State. States should plan on Infrastructure funding based on the previous year or the amount communicated to the State by the NOM. For FY19, **the maximum possible Infrastructure award for each state is the amount that each state received for FY18.** This funding level may change, however, as the PDMT explores ways to standardize

funding utilizing a national perspective. States are encouraged to leverage funding from other programs to cover and reduce Infrastructure costs. The remaining amount of the State's total will be designated to Survey (see the funding section below). A written work plan specifically for Infrastructure must be provided that is separate from Survey as explained in the Work Plan Submission section below.

Priority Surveys

Priority Surveys are those survey initiatives that have been identified by the National CAPS Committee as being of high priority to merit a priority survey effort. **The CAPS program is a national program, and as such, the primary focus is on National Priority Surveys.** The focus of these surveys is on detecting pests in areas where their presence (or absence) is unknown by focusing on the host(s) and/or environment of given pests, or on location-specific criteria, particularly in situations where a state has evidence of risk from prior emergency actions against certain types of facilities or operations.

In response to comments and suggestions from the states and our stakeholders to provide more flexibility for surveys, the NCC has decided to continue to present a 2-prong approach for Priority Surveys. Priority Surveys may consist of 1) traditional commodity-based and similarly-formatted surveys (e.g., Small Grains and Exotic Woodboring & Bark Beetle Surveys) prepared by CPHST as presented in past years (designated Designed Surveys), and/or 2) unique bundled surveys developed by the States (designated Bundled Surveys).

1. **Designed Surveys:** Included in this category are the traditional commodity-based surveys and those surveys not necessarily based on commodities, but have been prepared by CPHST and have the same format for surveying for multiple pests within an environmental niche, business model, or taxonomic group. The intent of these surveys is to detect pests not known to be present in those areas of the nation where a particular commodity is grown, in a particular environment or habitat, or associated with various business models. The goal of the CAPS program is to conduct national surveys and obtain a national dataset for exotic pests in commodities, habitats, and businesses of national importance. The following are appropriate for conducting a Designed Priority Survey in 2019.

- Commodity-based surveys:* Corn, Cotton, Oak, Pine, Small Grains, Soybean, and Tropical Hosts
- Taxonomic group-based surveys:* Exotic Wood Borer and Bark Beetle (EWB/BB), Cyst Nematodes, and Mollusks

* Not all pests listed in a commodity- or taxon-based survey need be targeted by an individual State. Target only those pests that are important and make biological, environmental, or economic sense to the State. Selecting a portion (e.g., 50% or greater) of the pests listed in a commodity survey guide fulfills the requirement of conducting that survey.

* Grape, Palm, Solanaceous, and Stone Fruit Commodity Surveys will not be offered through CAPS for 2019 funding. These and other surveys that are based on [Specialty Crop Commodities](#) (e.g., Orchard [Apple, Pear, etc.] and other fruit, vegetable, and specialty crop surveys) should be suggested for Farm Bill funding. Like-wise, Asian Defoliator and Pathway surveys are more aligned with the language of the Farm Bill, and will not be supported for funding through CAPS.

* States are discouraged from submitting similar work plans or suggestions to both the CAPS and Farm Bill programs. Projects or surveys not adhering to these Guidelines may not be reviewed or funded in either venue.

2. **Bundled Surveys:** The intent of the Bundled Surveys is to give the States the flexibility to design their own surveys, within certain parameters. **The survey must concentrate on multiple, high priority pests and efficiency of survey.** A State may create a bundled survey that is **based on a common factor**, such as site, habitat, environment, business, etc., that makes biological, environmental, and/or economic sense in that State. The survey must include pests from the Priority Pest List ([Commodity and Taxonomic Survey Pests](#), and/or [Pests of Economic and Environmental Importance](#)). Pests of importance to a State not on the Priority Pest List, but in common with the other pests, may be included in the bundled survey. States must show justification for the bundled survey. An example of a Bundled Survey is a Nursery Survey with a selection of several pests from the Priority Pest List that are important to the State, with perhaps a pest or two not on the Priority Pest List, but of State importance. The challenge is for the States to decide what works best for the agriculture, environment, or natural resources in their State. The survey effort for pests added by the State (including diagnostics, trapping supplies, etc.) must be less than half of the cost of this particular survey. Surveys for pests that are established, endemic, native, or indigenous in that state for the purpose of management will not be allowed. States that choose to conduct surveys for pests of state regulatory significance should bundle these pests with National Priority Pests in Bundled Surveys. See [Examples of Bundled Surveys](#) for other examples.

Pathway Approach to Survey

When planning surveys, the NCC encourages the States to use a pathway approach when deciding on pests and locations to survey. States should plan to survey where the risk is highest. This type of targeted detection survey or risk-based survey enhances the ability of the CAPS Program to identify and target high risk areas, zones, locations, and sites that have the highest potential for exotic pest introductions, and to successfully provide early detection of these pests. This concept can be combined with any survey using sound analytical tools, known risk sites, past history of pest detections in a State, and other avenues of information. It is understood that risk factors can be examined along a “risk continuum” beginning at offshore sites (points of origin) to points of potential establishment (commodity production areas, natural lands), and numerous risk points in between (wholesale distribution centers, nurseries, intermodal sites, rail yards, etc.). The

identification of risk points and development of targeted surveys will maintain the focus of the survey program on our top commodities at risk and the high priority pests as identified through the [OPEP](#) prioritization process. This emphasis will create a flexible system allowing states to package additional pests of concern to their specific states. States should devote the majority of survey efforts to sites where the risk is highest. However, in accordance with ISPM No. 6, Section 2.3, States also may want to consider a percentage of random sites “to detect unexpected events.” The emphasis should be put on high risk sites, but it may be important also to incorporate sites of somewhat lesser risk into a survey. This is a state-by-state decision based on the perceived risk and resources available in a particular state.

FUNDING & WORK PLANS

Overall Funding Formula

Funding for the CAPS program is provided by Congress through the Pest Detection line item in the Federal Budget. Pest Detection also funds several other initiatives in support of the CAPS program. Due to Presidential and Congressional priorities, as well as the budget cycle, funds available for the next survey year are not known completely at the time these guidelines are published. Therefore, for FY19 planning, states should use the final FY18 budget for their state as a general rule-of-thumb, with the limit on Infrastructure mentioned above. The PDMT will provide further advice as more information becomes available.

The CAPS program needs a transparent, sustainable, and flexible funding model that is adaptable and predictable in a changing political and financial environment, and one that is based on risk, performance, and/or economics. The PDMT will be working in this direction in the coming years. Further guidance will be made available as more is known about this process and the FY19 budget.

The present funding formula is simply:

Infrastructure + Priority Surveys = Total Funds Awarded.

A state may plan up to, but not over the Total funding amount. Infrastructure funding cannot be greater than the previous year, or as directed by the NOM, but can be less by shifting appropriate funding to Survey. The remaining dollars of a state’s Total dollar amount are for Survey(s). It is important to only charge to Infrastructure those items that are in accordance to the guidance given in this document, or from guidance given by the NPM and NOM after the publication of this document. As mentioned above, personnel expenses for conducting survey activities should be addressed in the Survey work plans. Survey expenses are not allowed in Infrastructure funding. An example of this formula is as follows:

2019 National CAPS Survey Guidelines

State	Infrastructure	Priority Survey	Total
XX	\$75,000	\$30,500	\$105,500
	Designed Survey 1	\$20,000	
	Bundled Survey 2	\$10,500	
	Total	\$30,500	

With the change in the Survey Guidelines to include Bundled Surveys, the challenge to the States is to be creative in the planning of surveys and target pests. Pests of State concern should be incorporated into the Priority Surveys. States will use up to 100% of their survey dollars with Priority Surveys in which pests of State concern have been included.

Work Plan Submission

Each state will submit work plans, including detailed financial plans, for the Infrastructure project and each Survey they plan to conduct (see the options for Survey work plans below). The [Infrastructure Work Plan Template](#) and [Survey Work Plan Template](#) were revised for 2019 and their use is required. The combined total funding requested should not exceed the guidance given by the NOM. The [Survey Summary Form](#) must be completed online on the [CAPS Resource & Collaboration site](#) (a CAPS R&C login will be required). The online Survey Summary Form must be completed when the work plans are submitted to the SPHD's office. No work plans will be reviewed or approved without a completed online Survey Summary Form. Once the state submits the completed information, the state PPQ office will be required to acknowledge review before it will be reviewed by the NOM. Do not submit an electronic copy of the Summary Form with the work plans. The State's data will be available to Field Operations online. States will not be able to access other state's information.

Work Plan Options: States have flexibility to combine their Pest Detection surveys into one submitted Survey work and financial plan, or to submit separate work plans for each survey. Funding will be tracked based on each work plan whether written as a combined or individual survey. Individual states will determine which options work best for them based on their state financial and accounting policies, systems, and processes. This guidance is only for Pest Detection funding, and only for Survey. A separate work and financial plan for Infrastructure is required. There is no change in the guidance for entering survey and target pest information into the Survey Summary Form. Surveys, target pests, and funding per individual survey need to be entered as in previous years even if a state decides to combine their surveys into one work plan. This will greatly aid in reporting of program performance measures. An [Example of a Combined Survey Work Plan](#) (courtesy of Indiana and updated for 2019) can be found on the [2019 Guidelines](#) and [Resources](#) pages of the [CAPS Resource & Collaboration](#) website.

Note on Terminology: The term 'Bundled' is used to target multiple pests in a survey. The term 'Combine' is used to incorporate two or more surveys into one work and financial plan.

Survey Summary Form: Continuing in 2019, there will be fields in the Survey Summary Form for CAPS, Farm Bill, and PPQ Pest Detection surveys where States will be asked to indicate the specific hosts, commodities, environments, or habitats in which they plan to conduct surveys. This information is not always apparent from the survey name. APHIS and PPQ are conducting industry sector meetings to hear the topics, issues, and concerns that are important to the various commodity industries. In preparation for these meetings, being able to provide survey information on a commodity basis would be extremely helpful. Please keep this in mind when preparing 2019 work plans. This request is specific to the Survey Summary Form only but should be included in the work plan as well. This is not a new data entry requirement.

Cooperator Cost Share

Neither the CAPS nor Farm Bill Programs require cooperator cost share to be entered into a cooperative agreement. If, however, a cooperator chooses to enter a cost share amount on the financial forms, then they must adhere to guidance governing that cost share, and the amount should match the SF-425 at the end of the agreement. See the addendum to the March 6, 2014 NCC conference call that addresses cooperator cost share (CAPS R&C login required). (https://caps.ceris.purdue.edu/webfm_send/2347)

For 2019 work and financial plans, only cooperator cost share reported on the financial forms should be entered into the Survey Summary Form in much the same manner that surveys and target pests described in the work plan should be listed on the Survey Summary Form. If no cooperator share is entered in the financial forms, then no cooperator share need be entered into the Survey Summary Form. We are making this change for transparency and to make sure we are accurately reporting on cooperator cost share when this information is requested. This information will assist the Pest Detection Program answer requests and questions from the Agency, Department, and Congress, and prepare future budget requests.

ADMINISTRATIVE REQUIREMENTS

All cooperative agreements are administered through PPQ Field Operations, and are the means by which funds are provided to each State and cooperator. APHIS is using the ezFedGrants system for the complete administration of cooperative agreements. The CAPS Program will use the same initial submission process as in previous years outside of and before the ezFedGrants system comes into play, i.e., States will submit work and financial plans to the SPHD, who will upload them to the FO SharePoint site for review by the NOM. Once work plans are signed by the ROAR and ADODR, the ADODR will need to follow the steps below. Pest Detection and Farm Bill work and financial plans are processed similarly, but separate due to the different funding sources. The [Survey Summary Form](#) should be passed along at the same time as the work and financial plans.

- 1) Save the Infrastructure and Survey(s) files in the .pdf format separately. Do not combine work plans or work plans funded by a different line item.

- 2) The ADODR will then upload the Infrastructure and Survey(s) .pdf files to the [Field Operations Cooperative Agreements Work Plan Management Site](#) by clicking the “New Document” button under the [Work Plans By Year & State](#) section, and following the steps. Once completed, Field Operations will be notified that a work plan has been submitted for review. The ADODR should also notify the appropriate National Operations Manager(s) by email.
- 3) The PPQ National Operations Manager (NOM) will review the work and financial plan for adherence to the National Pest Surveillance Guidelines, and either approve the work and financial plan, or communicate back to the states on suggested changes.
- 4) Once a work and financial plan have been approved, the NOM will notify the agreements specialist that it is approved, and the process to develop a cooperative agreement can begin.
- 5) ezFedGrants will be used to process all cooperative agreements. The [ezFedGrants External Portal Homepage](#) can be accessed by entering ‘grants.fms.usda.gov’ into your browser. Cooperators will respond to an opportunity established by the PPQ agreements staff. This information will be communicated to the cooperator and enable the cooperator to find the opportunity in ezFedGrants.

The following aids are available on the [Resources](#) page of the [CAPS Resource & Collaboration](#) website.

- User Guides
 - [External User Guide \(a useful, detailed resource\)](#)
 - [Internal Program Manager User Guide](#)
- Slide presentations
 - [ezFedGrants Access](#)
 - [Application Management](#)
 - [Submitting Claims and Reports](#)
- Job Aids are located at:
<https://www.nfc.usda.gov/FSS/ClientServices/ezFedGrants/index.php>

Note that a synopsis of all grants and agreements provided to a cooperator by the Federal government, including APHIS, are now posted on the Internet (www.USAspending.gov). This was a requirement of the Federal Funding Accountability and Transparency Act of 2006 (FFATA). Likewise, APHIS is required to report accomplishments via “performance measures” in CAPS. Cooperators will be provided guidance on the means to adhere to this level of transparency.

As required by OMB Circular A102 and 7 CFR 3016, and as outlined in Article 4 of the Notice of Cooperative Agreement Award between the Cooperator and USDA-APHIS-

PPQ, the Cooperator's designated representative shall submit to APHIS' authorized representative a properly certified semiannual **Federal Financial Report** (FFR) SF-425, no later than 30 days after the end of the second quarter and a final FFR no later than 90 days after the Agreement expires or terminates. Any requests for an extension of time to submit the FFR must be justified and made in writing to APHIS' authorized representative before expiration of the initial 30 or 90 days period allowed for submitting the report. Extensions of time to submit the FFR are subject to the discretion of APHIS' authorized representative and, if allowed, shall be provided by the authorized representative in writing.

Also, as per Article 4 in the Notice of Cooperative Agreement Award, the Cooperator's designated representative shall certify and submit to APHIS' Authorized Representative a semiannual **Accomplishment Report** on activities outlined in the Work and Financial Plans. The reports will be used by APHIS to verify compliance with provisions of this Agreement. They are due no later than 30 days after the end of the second quarter and a final report is due no later than 90 days after the Agreement expires or terminates. Any requests for an extension of time to submit the report must be justified and made in writing to APHIS' authorized representative before expiration of the initial 30 or 90 day period allowed for submitting the report.

The use of the standardized [Infrastructure Report Template](#) and [Survey Report Template](#) are required for all agreements as tools for reporting accomplishments. These standardized templates are a result of NCC working group discussions. The NCC accepted the templates and has required their use.

- 1) The cooperator will need to upload the signed accomplishment reports to the [ezFedGrants External Portal Homepage](#)
- 2) The ADODR will be notified that an accomplishment report has been submitted and will review it through the ezFedGrants system. Once approved by the ADODR, Field Operations will be notified that an accomplishment report has been submitted for review.
- 3) Both the ADODR and NOM should refer to the CAPS [Accountability Report](#) on the CAPS R&C website before signing off on the final Accomplishment Report. The Accountability Report matches the information in the Survey Summary Form with data entered into the National Agricultural Pest Information System (NAPIS), and is an indicator of the fulfillment of the cooperative agreement.

The CAPS program recognizes the value of supporting the SSC position through Infrastructure funding. Without this support, CAPS, Farm Bill, and other program surveys and projects, including outreach, in the states would not be possible. These activities, however, are not being captured and documented sufficiently to argue in support of continued Infrastructure funding in the face of the apparent numerical inequality between Infrastructure and Survey funding. In an attempt to capture the various activities funded under the Infrastructure component, a new reporting section

with suggested metrics was added to the [Infrastructure Report Template](#) in the 2014 Guidelines. This reporting feature is required for all Infrastructure agreements. It is only through the efforts of the states to report on the various activities carried out in the states under Infrastructure that the CAPS program can document and successfully argue the merits of continued Infrastructure funding.

While the CAPS program is designed to follow the calendar year, an extension of the Cooperative Agreement may be granted if requested by the cooperator, and is supported by the NOM, ADODR, APHIS cooperative agreement officer, and approved by the Executive Director of Field Operations. Extensions requests must provide an explanation/justification for the program delay and will only be granted due to programmatic reasons /extenuating circumstances (e.g., weather delays, problems in hiring of personnel, etc.) and should not be used simply to extend the agreement. Reporting frequency of the accomplishment and financial reports, either quarterly or semiannual, will continue as noted in the Notice of Award.

The SPHD, or their designee, as ADODR of the cooperative agreement, shall submit to Field Operations the State's semi-annual and year end reports no later than the 30 or 90 day period allowed for submitting the reports, and include a written summary evaluation. The evaluation should include input from the PSS, and address each funded project in the cooperative agreement. The evaluation depends upon the work plan and must address the funding criteria previously agreed to by the State and the SPHD, and the performance of the State in carrying out the cooperative agreement. The [CAPS Accountability Report](#), a work plan monitoring tool, is available to assist in the review of the State's performance. It can be accessed through the [CAPS Resource & Collaboration](#) web site. A CAPS login is required.

The overall annual process involved in conducting effective CAPS activities is lengthy. It includes identifying pest threats; ranking pest risks; engaging scientists and stakeholders to determine the merits of survey to determine a pests status in the United States; allocating funds for surveys at the State level and for special projects; conducting surveys; analyzing the data collected; writing periodic/annual reports; and evaluating the accomplishment of survey and CAPS program annual objectives. The [CAPS Timeline](#) is provided showing significant milestones including administrative deadlines.

The link to the GPO National Archives and Records Administration website where the CFRs can be reviewed is: <http://www.access.gpo.gov/nara/cfr/cfr-table-search.html>

DATA MANAGEMENT

The National Agricultural Pest Information System (NAPIS) is the final repository for all Pest Detection and Cooperative Agricultural Pest Survey (CAPS) survey results. As such, all data generated from all 2019 CAPS and Farm Bill National Priority Surveys will be entered into NAPIS. See [Data Management Guidance](#) and [Data Entry Guides for Selected Taxonomic Groups](#) for more detail.

The Agency has been capturing data collected by Plant Protection & Quarantine (PPQ) and some PPQ-funded agreements in the Integrated Plant Health Information System (IPHIS). The emphasis has been on PPQ emergency and domestic program pests with regulatory considerations. Given the complexities, nuances of the CAPS program, and the integrated CAPS Information Systems develop at Purdue University, IPHIS cannot support the CAPS program. We realize, however, that PPQ is using IPHIS for various administrative, survey management, and/or programmatic reasons. For PPQ staff that use IPHIS for data management of Pest Detection-funded surveys, PPQ will continue to share Pest Detection survey data with the States as defined and agreed upon in the data sharing and responsibilities article in the General Memorandum of Understanding (MOU) and the cooperative agreements between PPQ and the States. The Article entitled Data Sharing and Responsibilities, appears in both the General MOU and in each cooperative agreement.

Data management requirements and functions continue to undergo development. Improvements are being made in both IPHIS and NAPIS to support the regulatory and CAPS communities, respectively. These two systems were conceived and developed with two very different purposes in mind. At the present time, both systems are not connected or linked in any way. This likely will be the case for the foreseeable future. Regardless, the PDMT is committed to ensuring that program and cooperator needs are met. The CAPS community will be kept informed, via the NCC and other venues, as to progress regarding data management needs. For 2019, as stated above, the Pest Detection-CAPS program requires that NAPIS be the final repository of survey data.

The NAPIS database can be accessed at: <https://napis.ceris.purdue.edu/>
A system login is required. Contact napis@purdue.edu for assistance.

Negative Data

The documentation of negative data is extremely important and valuable. Negative data from national surveys support trade and exports and benefits American agriculture. The CAPS program strives to insure that all negative data is valid and results from active survey efforts. The CAPS program has developed guidelines to assist in data entry of valid negative data. The [Approved Methods for Pest Surveillance \(AMPS\)](#) enables one to determine the appropriate pests that can be considered negative for a survey effort based on the survey methodology, trap/lure combination, etc. Data entry will be checked and validated against the approved survey method for each pest on the Priority Pest List. **Data not conforming to the approved method will not be accepted into the database.**

Additional guidance for data entry is given in [Data Entry Guides for Selected Taxonomic Groups](#) for selected target pests at the genus and species level. Because of incomplete taxonomy, diagnostic difficulty, lack of survey methodology, or other reasons, some target pests are listed only at the genus level. In certain instances only, it may be appropriate to enter negative data at the genus level. All positive records should be at the species level.

PPQ is striving to assure:

- Survey data and diagnostic results are entered as close to real time as possible, including both positive and negative results;
- Data elements (format, content) are standardized nationally;
- Data will be uploaded into NAPIS as appropriate and made available per existing protocols in the CAPS program;
- Data management processes and information will be provided nationally.

CAPS RECOGNITION

The National Cooperative Agricultural Pest (CAPS) Program wishes to recognize outstanding activities and achievements by members of the CAPS community, including State Survey Coordinators, Pest Survey Specialists, State Plant Regulatory Officials, and State Plant Health Directors. Individuals or groups (which may include additional cooperators) also will be considered. The purpose of the [CAPS Recognition](#) program is to recognize individuals or groups for specific achievements and accomplishments resulting from work done in support of Pest Detection activities in the previous calendar year. A call for nominations will be sent out by the NCC during the first week of January. Nominations will be reviewed by the NCC. The [CAPS Recognition Nomination Form](#) should be used to nominate worthy individuals or groups.

RESOURCES

The Appendices in previous versions of the Guidelines have been removed in favor of stand-alone documents. The former Appendices have become a standard part of the CAPS and Pest Detection Program and are not specifically tied to the Guidelines. However, these documents are referenced in the Guidelines and can be obtained by following the various links in the Guidelines document, or by navigating to the [Guidelines](#) page on the [CAPS R&C website](#). While documents specific to a survey year are found on the Guidelines pages, the most up-to-date documents are always on the [Resources](#) page of the CAPS R&C website.

National Pest Surveillance Guidelines - 2019

2019

[Guidelines Letter](#)

[National Pest Surveillance Guidelines](#)

Resources

CAPS Program

[CAPS Recognition](#)

[CAPS Recognition Nomination Form](#)

[CAPS Timeline](#)

[Outreach](#)

[Regulatory Significance](#)

National CAPS Committee

[Bylaws](#)

[Comparison of Duties](#)

[Roles and Responsibilities](#)

Pest Lists

[Priority Pest List - Commodity](#)

[Priority Pest List - Economic and Environmental](#)

[Additional Pests of Concern List](#)

[Priority Pest Lists \(Combined Excel File\)](#)

[Pest Assessment and Prioritization Process](#)

[Objective Prioritization of Exotic Pests \(OPEP model\) \(Excel File\)](#)

[Introduction to Host Matrix](#)

[Host Matrix \(Excel File\)](#)

[Host Matrix \(Online\)](#)

[Summary of Pest List Changes](#)

Work Plans

[Guidance for Selecting Survey Names](#)

[Infrastructure Work Plan Template](#)

[Survey Work Plan Template](#)

[Example of a Combined Survey Work Plan](#)

[Financial Plan Template](#)

[Infrastructure and Survey Guidelines](#)

☐ Accomplishment Reports

[Infrastructure Report Template](#)

[Survey Report Template](#)

☐ Identification and Diagnostics

[Taxonomic Support Guidance](#)

[Sample Submission Guidelines](#)

[Specimen Submission Guidance for Lepidoptera](#)

[Specimen Submission Guidance for Wood Borers & Bark Beetles](#)

[Sample Mailing Instructions for Official Confirmation](#)

[Sample Mailing Instructions for Official Confirmation - Poster](#)

[Phytoplasma Sample Routing](#)

[Phytoplasma Sample Submission](#)

[PPQ Form 391 - Specimens for Determination](#)

[Instructions for Submitting Large Numbers of Samples to PPQ Domestic Identifiers](#)

[Sample Submission Form for Domestic Identifiers \(Excel template\)](#)

☐ Survey Information

[Guidance on Pollinator Bycatch – Draft](#)

[Approved Methodology for Negative Data](#)

[Survey Summary Form](#)

[Survey Summary Form Change Request](#)

[Examples of Bundled Surveys](#)

[Survey Supplies Best Practices](#)

☐ Data Management

[Data Management Guidance](#)

[Data Entry Guides for Selected Taxonomic Groups](#)

☐ ezFedGrants

[ezFedGrants Access](#)

[Application Management](#)

[Submitting Claims and Reports](#)

[Internal Program Manager User Guide](#)

[External User Guide](#)

☐ Miscellaneous

[Wood Packaging Material Tool](#)



Guidance for Selecting Survey Names

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 the following 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.

- If surveys will be conducted in multiple crops not already listed under a Designed Commodity Survey, choose a survey name that reflects or covers most of the crops, not just one. Often, survey names for these surveys are more encompassing and not specific for any one crop, commodity, or habitat. For example, if surveys will be conducted in soybeans and corn, choose Field Crops Pests, not Corn or Soybeans. Designate soybeans and corn in the Host/Habitat field. Similarly, if the survey will be conducted in conifer and deciduous habitats, or hardwoods and softwoods, choose Forest Pests, and specify the different types in the Host/Habitat field. Another example is for a survey that will be conducted in apple, cherry, peach, and other tree fruits. This is not strictly a Stone Fruit survey, but includes other tree fruits as well. A good choice for a survey name is Orchard Pest Survey or Tree Fruits Pest Survey. Do not try to fit a survey under an existing Designed Commodity Survey when another, more encompassing name is a better fit.
- If surveys will be conducted in one crop, especially when that crop is not listed in a commodity survey, then choose that crop as a survey name. Do not try to fit it into a commodity survey when the survey crop is not listed in the commodity manual. For example, if the survey crop is rice, choose Rice Pest Survey, not Small Grains. The Host/Habitat field also should designate rice.
- If surveys will be conducted exclusively in crops that fall under an existing Designed Commodity survey, then use the commodity survey as the survey name. For example, if the survey will be conducted in tomato, eggplant, potato, and pepper, then Solanaceous is the appropriate survey name. Designate the appropriate commodities in the Host/Habitat field. However, if the survey will be conducted solely in one commodity of an existing multiple commodity survey, then it may be appropriate to follow the guidance above and choose the single crop or commodity as the survey name. Following the example, if the survey will be conducted solely in tomatoes, then it may be appropriate to use Tomato Pest Survey and designate tomato in the Host/Habitat field.

Guidance for Bundling Pests that are Removed from the Priority Pest List

Each year, S&T CAPS Support evaluates and updates the Priority Pest List for CAPS and Plant Protection Act 7721 Goal 1 early detection surveys. The Objective Prioritization of Exotic Pests (OPEP) model and the Survey and Diagnostic Feasibility Assessment (formerly called Post-assessment) are used to objectively review the potential impacts of a pest and the feasibility of survey and identification, respectively. Over the past few years, S&T has used this process to evaluate the pests added to the Priority Pest List prior to the development of the OPEP model and the Feasibility Assessment. If a current CAPS pest is predicted to have a low impact or lacks effective survey and/or identification/diagnostic methods, it will be removed from the Priority Pest List. In addition, if a pest is deregulated, it also will be removed from the Priority Pest List. The following is guidance on whether or not these pests are suitable for bundling into CAPS and Plant Protection Act 7721 Goal 1 surveys.

1. Federally deregulated pests

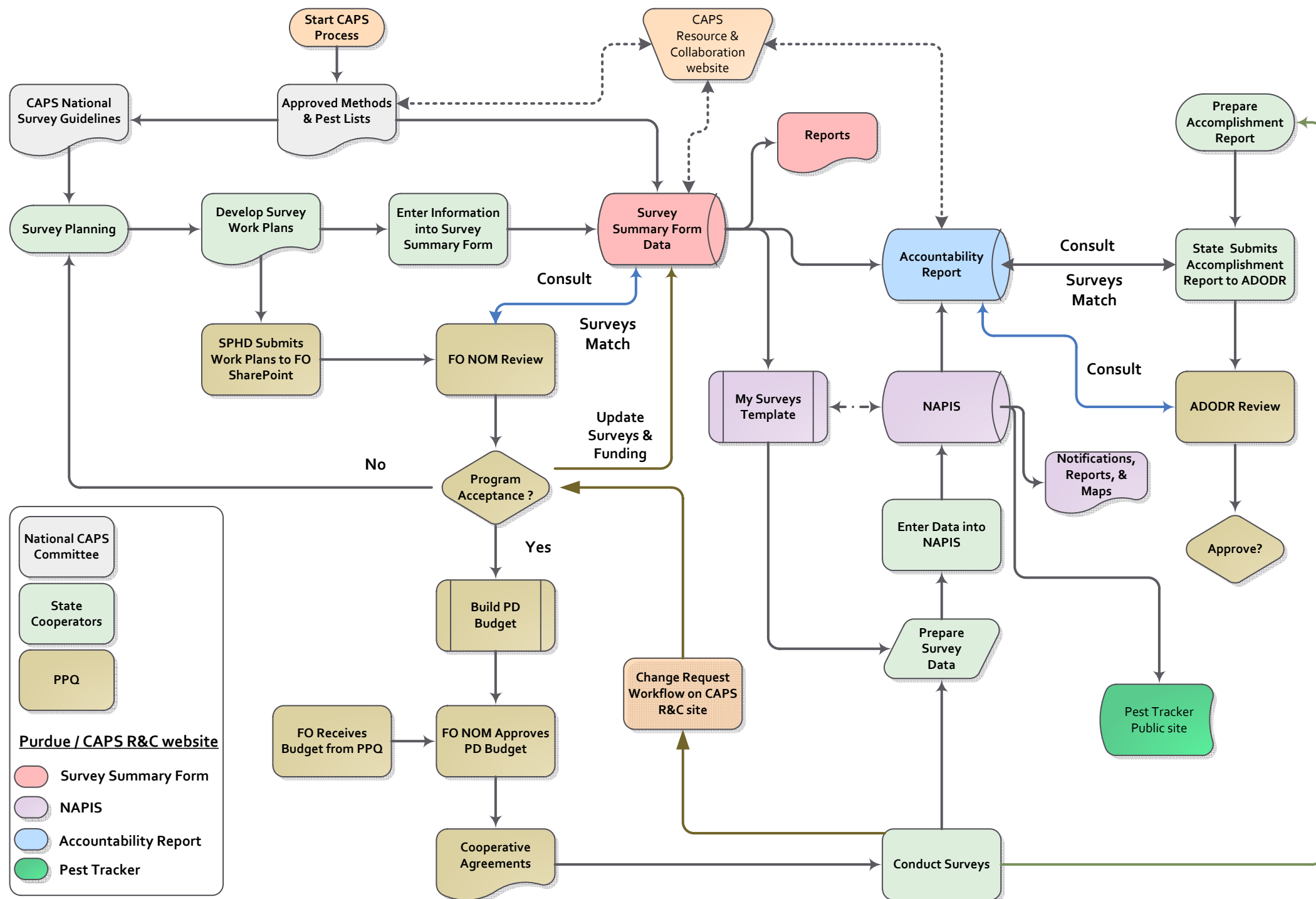
- If effective survey and identification/diagnostic methods are available, the pest may be bundled.
- If the pest does not have an effective survey or identification/diagnostic method, then the pest **should not** be bundled.

2. Pests without effective survey or identification/diagnostic methods

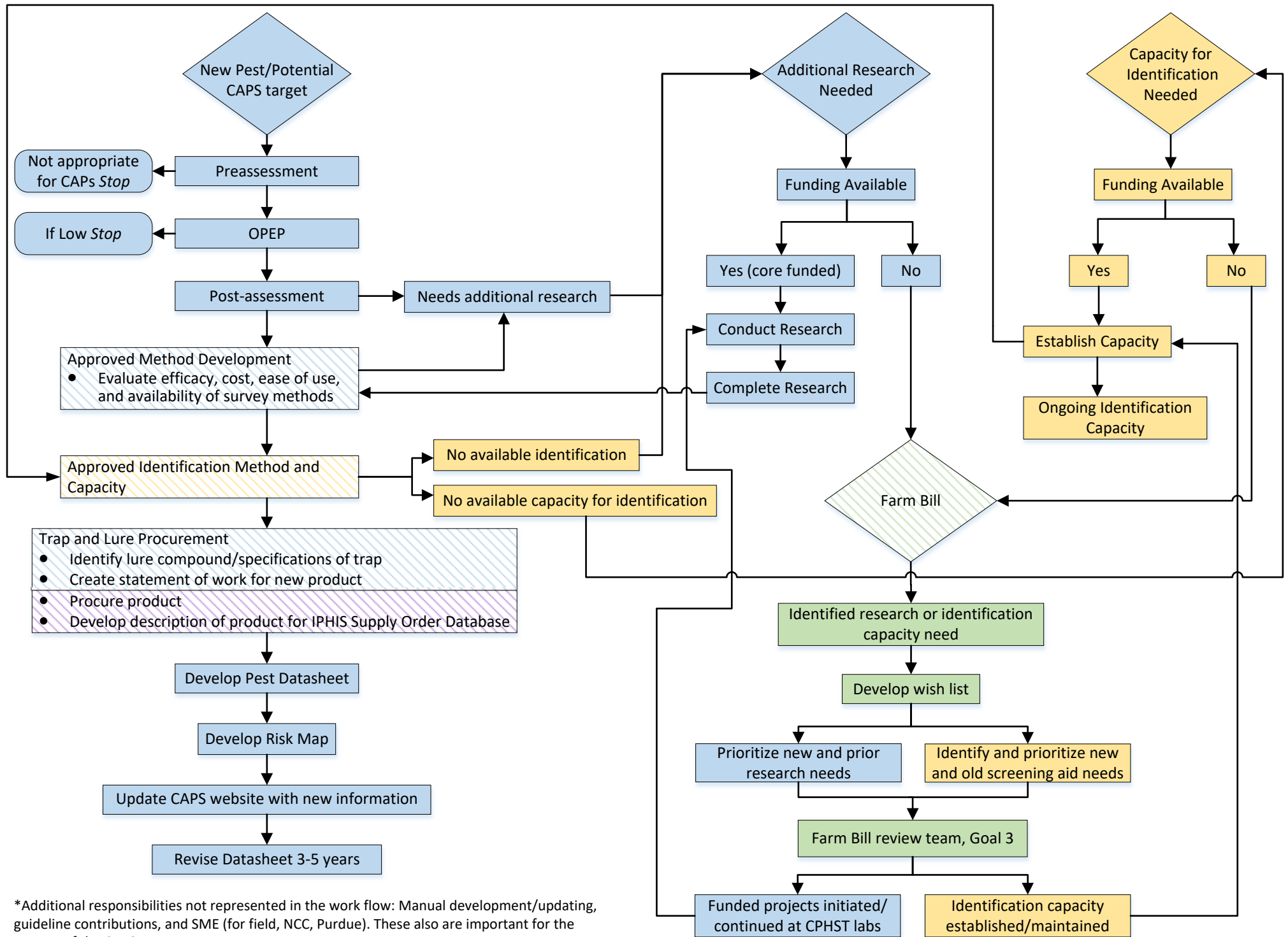
- If the pest was removed from the Priority Pest List because it does not have an effective survey or identification/diagnostic method, then the pest **should not** be bundled.

The pests predicted to be high impact are a priority for research and methods development. Once effective methods are available, the pest will return to the Priority Pest List.

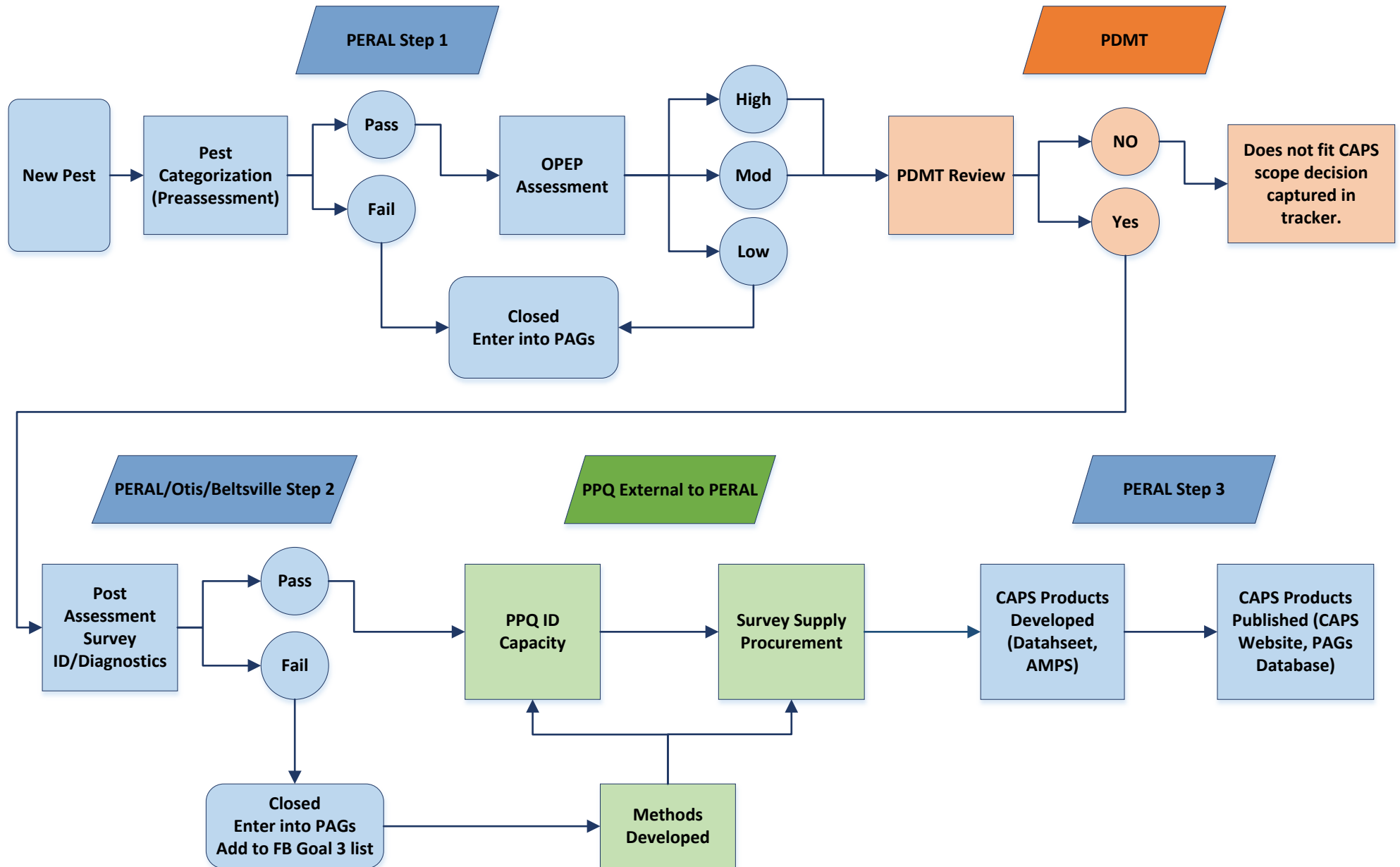
The Summary of Pest List Changes document is included in the National Pest Surveillance Guidelines each year. The summary provides information about the status of priority pests and states whether they are appropriate for bundling. This information is also distributed to the National CAPS Committee and Pest Survey Specialists via monthly calls. When preparing work plans, please refer to Summary of Pest List Changes document. If pests that are identified as “not appropriate for bundling” are included in work plans, the National Operations Manager for Pest Detection will ask for their removal during the work plan review process.



Cooperative Agriculture Pest Survey (CAPS) Process Flowchart



Priority Pest Workflow





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S&T CAPS Support: Pollinator Bycatch Update

Bumble bees and other pollinators have been reported in traps used in CAPS early detections surveys. The tricolored bucket trap (green lid, yellow funnel, and white bucket) is used in combination with species-specific lures in CAPS surveys to detect eight exotic lepidopteran pests including *Autographa gamma* (silver Y moth), *Helicoverpa armigera* (Old World bollworm), *Spodoptera littoralis* (Egyptian cottonworm), and *Spodoptera litura* (cotton cutworm). Each pest species represents a threat to U.S. agriculture, including small grains, soybeans, corn, tomato, and cotton. Early detection surveys are integral to preventing the introduction and potential spread of these pest species.

S&T is working with cooperators and the PPQ Old World bollworm (OWB) Technical Working Group (TWG) to conduct trap and lure comparison trials to evaluate pollinator bycatch volume and target moth detection.

This document provides:

- recommendations for 2019 CAPS surveys,
- an update on what to do with pollinator bycatch samples, and
- an update on pollinator bycatch research.

Recommendations for 2019 CAPS Survey Season

Until scientific evidence is available, tricolored bucket traps are the only color combination approved for use in CAPS surveys. Previous guidance stated that green traps (green lid, funnel, and bucket) would be available on a case-by-case basis. At this time, green traps are no longer offered as an alternative due to lack of efficacy.

If pollinator bycatch is a concern:

- do not place bucket traps in locations with active honey bee hives and/or bumble bee colonies. Be especially mindful of agricultural areas where honey bees or bumble bees are used to pollinate crops,
- do not place bucket traps in locations actively managing the land to encourage wild, native pollinator communities (e.g. community gardens, organic farms & gardens), and
- discontinue survey at locations where you observe higher than normal bycatch.

Pollinator Bycatch Samples

In an effort to understand the scope of pollinator bycatch, we asked you to collect and store pollinator bycatch samples and provide bycatch collection data to the CAPS program. The information you provided has helped identify our next steps. In 2019, it is no longer necessary for you to collect new samples or provide bycatch data to S&T CAPS Support. However, if you



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observe pollinator bycatch (honey bee, bumble bee, or other bees) that is higher than normal in your experience, please notify [Heather Moylett](#) and [Lisa Jackson](#). When reporting higher than normal bycatch, please include the following information:

- Date
- Crop/Survey
- Trap
- Lure
- Survey target species
- Bee bycatch count broken down by: honey bee, bumble bee, other bee

If possible, please keep the pollinator bycatch samples you have already collected. CAPS is currently exploring identification options for these samples. Samples should be stored in ethanol or dry in a glassine envelope or container (plastic or glass) and placed in the freezer. Alternatively, pin each specimen. Please keep the samples/specimens separated by location and date.

Pollinator Bycatch Research

Bees are a diverse group of insect pollinators. Over 3,500 species occur in United States. The colors blue, yellow, and white are visually attractive to a wide diversity of bee species and are used in traps deployed in native bee monitoring surveys. However, other than honey bees and a few other species, chemical cues and attraction are largely undescribed.

The results of trap comparison studies consistently show that pollinator, specifically bee, bycatch is lower in green bucket traps compared to tricolored bucket traps. However, target moth capture also is substantially, and often significantly, lower in green bucket traps. This is not ideal for early detection surveys, especially in states and territories where the likelihood of introduction is high. For this reasons, the tricolored bucket trap remains the only approved bucket trap until further research is completed.

Three pollinator bycatch projects are funded through the FY2019 PPA (Plant Protection Act) Section 7721 Program (formerly Farm Bill). This is a collaborative effort between PPQ, Agricultural Research Service (ARS), state cooperators, and university researchers to investigate the:

- effect of lure and/or trap color on pollinator bycatch volume,
- effect of trap color and design on early detection of target species, and
- potential impact of bycatch to local bumble bee populations and communities, as well as pollination services within different cropping systems.



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The research group will employ a more targeted approach to sample collection. Once research plans are complete, you may be contacted and asked to provide bycatch samples and collection data.

Following a second year of research, the research group will develop a guidance document that “will help survey personnel understand the scope of bumble bee bycatch and provide guidance for surveyors, thereby improving these surveys and reducing impacts of trapping practices on pollinators and pollination services moving forward.”

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**2018 NCC Meeting
Newnan, Georgia**

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