



National CAPS Committee (NCC) Conference Call

April 4, 2019

Minutes

Participants

John Bowers	Megan Abraham	Heather Moylett
Lisa Jackson	Tiffany Mauro	Dan Mackesy
Greg Rentschler	Emilie Inoue	Cindy Music
Eric Ewing	Brad Danner	Eileen Luke
Kim Rice	Ian Foley	Mike Hill

Cooperative Agreements

Please work directly with your Agreements Specialist if you have any questions or concerns. Continue to get all work and financial plans uploaded to the Field Operations SharePoint site as soon as possible. The Agreements staff also is requesting pre-awards for dates starting now until at least June. The pre-award will guarantee the start date only.

2019 PPA 7721 Work Plans

Work plans for Goal 1 Survey are due no later than **April 12, 2019**. Lisa will continue to review and approve work plans, even though agreements are on hold. Everyone needs to push these forward to get in the agreements line. Late work plans go to the end of the line.

The Agreements staff also requests that actual dates of the award, e.g., April 1, 2019 – March 31, 2020, be stated on the Financial Plan, not just the year. This will facilitate the progress of the agreement through the clearance and review process. All-in-all, please dot your i's and cross your t's, and avoid errors and mistakes. With the current situation you do not want to have your work plan sent back to fix or correct something.

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

Lisa processes work plans in the order that both the work plan and SSF have been received. Once both are received, she assigns you your spot on the review list. SPHDs will receive an

Note: A reminder to the NCC, please distribute CAPS updates, conference-call minutes, and other CAPS-related information to the constituency that you represent in a timely manner. Also, please bring their items, issues, concerns, and opinions back to the NCC for discussion. It is our responsibility that everyone is kept engaged in the CAPS program.



email from Lisa once she has reviewed work plans that were assigned to her (she does not review all Goal 1 Survey work plans, some are assigned to other National Operations Managers).

Goal 1 Survey Guidance

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

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

All funded surveys and pests must be entered into the 2019 Farm Bill Survey Summary Form through the [Survey Planning page](#) on the CAPS R&C website (login required). All Honey Bee Surveys participating in the National Survey have been pre-entered into the Survey Summary Form. State with any addition or deletion to the standard list will need to correct the pre-loaded information.

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

Questions can be directed to [John](#) and/or [Lisa](#). Help with Survey Planning and data entry can be directed to Cindy Music at napis@purdue.edu. We realize that this is a large effort, and we appreciate all your help. Ideas and suggestions to facilitate this process are always welcomed.

Identification Advice

The Domestic Identifiers would like to pass on a reminder that you should freeze your glue moth traps and dry moth samples prior to shipping. This will ensure that the insects are dead before shipping them. This was not mentioned on the call, but important nonetheless.

Annual NCC Meeting Follow Up

I want to thank everyone again for another excellent meeting. We talked through a lot of important topics and issues, and made decisions going forward. We are working on the meeting minutes, and will have these available to share in the near future. Some action items from the meeting already are in progress. We especially need to thank Helmuth for taking care of the local arrangements and for being a gracious host, and Sarah for taking notes and keeping track of



our sometimes sidetracked conversations. She was able to accurately hit all our action items on a moment's notice. (Now if we could only convince her to give up fruit flies for CAPS.)

Revisions to the Bylaws

Revisions to the NCC Bylaws was discussed at the meeting, as well as changes to the NCC member rotation chart. Both these documents were attached to the invitation for the monthly call. The NCC should review the documents to ensure that all the discussed changes are reflected in the documents. All edits, suggestions, and/or comments should be sent to John. If no replies are received by next Friday, John will assume consensus, and will finalize the documents and post them on the CAPS R&C site.

CAPS Recognition

The CAPS Recognition window to accept nominations was extended to Friday, May 24, the Friday after the Western Plant Board Meeting. This will give everyone an opportunity to discuss nominations at the Regional Plant Board Meetings. Please make sure this message is communicated to your constituency.

The NCC discussed for future years that the CAPS Recognition process should be complete and selectees announced before the first Regional Plant Board. This will enable timely public recognition with peers. This guidance will be updated with the 2020 Guidelines.

Survey Supplies

Status of Orders

Moore Airbase

The warehouse is up to date on new orders. When backordered products arrive, the staff fills all backorders for those products immediately.

Otis Lab

As we have stated on previous calls, our moth septa lure production at the Otis Lab was impacted by the shutdown. They are still formulating some lures (what they are usually able to do in the winter), so some orders are not being filled at the full amount. In general, the lab is running about 1-2 weeks behind on shipping orders. In addition, there are three lures that are currently impacted:

- *Platypus quercivorus* lure: The lab is procuring new pheromone to make the lures. I do not have a date of when the lures will be ready to ship out.
- *Spodoptera litura* and *S. littoralis* lures: There is a delay in the production of the lures. I do not have a date of when the lures will be ready to ship out.

If you have questions about a specific product or order, please email Lisa Jackson at lisa.d.jackson@aphis.usda.gov and include your order number and the product in question.



New Products

Trichoferus campestris Lures

We received the new lure, “*Trichoferus campestris* Lure” for the target species *Trichoferus campestris*, Velvet longhorned beetle, at the warehouse on 03/29. This lure is now available for ordering. Due to limited supplies, first priority will be given to CAPS and PPQ surveys that have *Trichoferus campestris* listed as a target in their Survey Summary Forms for 2019. If adequate supplies are available, all orders will be approved.

For negative data reporting in 2019, you may use Ethanol Lure or *Trichoferus campestris* Lure with a Cross Vane Panel Trap, Black, coated with a fluoropolymer resin. Beginning in 2020, *Trichoferus campestris* Lure will be the only lure approved for negative data reporting.

Lisa will try to accommodate all requests for this product. We are expecting another 600 lures soon. Some orders will be filled at a partial amount now and filled fully (if possible) when more lures arrive.

Backordered Products Update

Khapra Beetle Lures

A small partial shipment arrived at Moore Airbase on 04/01. A larger shipment is expected to arrive on May 10. All orders will receive at least a partial shipment until the larger order arrives.

Japanese Beetle Lures

Expected to arrive at Moore Airbase on April 10.

Milk Carton Traps

Expected to arrive at Moore Airbase on April 5.

Ammonium Acetate Lures

We received a partial shipment at Moore Airbase on 04/01. Most orders will be filled at the requested amount. Some larger orders will receive a partial shipment until the next shipment arrives (within the next two weeks).

Diprion pini Lures

Expected to arrive at Moore Airbase on April 13.

CAPS Resource & Collaboration Website

The culmination of a year-long process has resulted in a complete redesign and software upgrade of the CAPS Resource & Collaboration website. The CERIS staff at Purdue worked with the Purdue Marketing and Media Department to graphically enhance, improve navigation, and streamline access to information on the website.



On Friday, April 5, the CAPS R&C will be offline and unavailable to users in order to complete the upgrade. The Survey Summary Form, Approved Methods, Accountability Report, etc., will not be available. The new site may be available by the end of the day, but definitely by Monday morning, April 8. The new site will have the same URL as the present, now older, site. All links should work as before. If you find that something does not work, something is missing, or if you have any questions, please contact Cindy at clmusic@purdue.edu, or the CERIS staff at napis@purdue.edu.

Cindy will have sent an email to all before you receive these minutes. She will then send another email when the new site is available. Let us know what you think.

Listserv at Purdue

It has been noticed that not everyone on the email lists at Purdue receives the email that is sent from the list. Individual State and University email systems may recognize that the email goes to multiple recipients and conclude that the email is spam or junk. Purdue continues to work with the University's IT experts to develop a remedy. Until then, you may receive the same email from different sources as way to make sure everyone receives important information. If you know that you are missing emails sent from Purdue's list server, please inform your IT people to get some information from your end, and then relay that information to the folks at Purdue. Use the napis@purdue.edu email address.

CAPS Datasheet Stakeholder Survey

Heather will be sending out an email notifying everyone that s survey will be sent in May that will ask users to comment on datasheets that CAPS Support provides to the field. The S&T CAPS Support Team is exploring new ways of providing pest-specific information to the CAPS Community. They are especially interested in closing information gaps and improving the ability to provide updates promptly. Before making any changes, the team wants to hear from the CAPS Community. Please respond to the survey when you receive it as the results will help the program tailor information to your needs and how you use it.

One Last Note / Word of Advice

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

The next NCC call will be held on Thursday, May 2, 2019, at 1:00 pm eastern time.

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