Data Entry – Roles and Responsibilities

This following outlines the role and responsibility of the State Plant Health Director (SPHD), State Plant Regulatory Official (SPRO), Pest Survey Specialist (PSS), and State Survey Coordinator (SSC) in the entering of information and survey results in the Survey Summary Form (SSF) and the National Agricultural Pest Information System (NAPIS), respectively. This guidance arose out of discussions at CAPS breakout sessions at the 2018 Regional Plant Board meetings, and agreed at the 2019 National CAPS Committee (NCC) meeting in Portland, Oregon. This guidance attempts to add clarity to the responsibility of preparing and entering information across programs, and addresses what needs to be done, who does what, and what goes where.

CAPS: Cooperative Agricultural Pest Survey

PPQ: USDA, Animal & Plant Health Inspection Service, Plant Protection & Quarantine

PPA 7721: Plant Protection Act Section 7721, Plant Pest and Disease Management and Disaster Prevention Program

Data: Where Does It Go and Who Is Responsible

1. *CAPS Data*
The data is collected by the SSC and/or other State survey staff under a Pest Detection cooperative agreement between the State and PPQ. It is the SSC's responsibility to enter survey information into the SSF, and prepare and upload survey results into NAPIS.

2. *PPQ Pest Detection Data*
The data is collected by the PSS or other PPQ staff with hours charged to Pest Detection. It is the PSS's responsibility to enter survey information into the SSF, and prepare survey results in the correct format and share with or send to the SSC for upload into NAPIS.

3. *PPA 7721 Goal 1 Survey (Farm Bill)*; Traditional CAPS Cooperator*
The data is collected by the SSC and/or other State survey staff under a PPA 7721 (Farm Bill) cooperative agreement between the State and PPQ. It is the SSC's responsibility to enter survey information into the SSF, and prepare and upload survey results into NAPIS.

*For National Priority Surveys, as denoted in the PPA 7721 Implementation Plan.

4. *PPA Goal 1 Survey (Farm Bill)*; Non-Traditional Cooperator (see process below)*
The data is collected by individuals, organizations, or institutions, other than those that traditionally participate in the CAPS program, under a PPA 7721 (Farm Bill) cooperative agreement between the individual, organization, or institution and PPQ. The cooperator will prepare survey information and survey results in the correct format, and share with or send to the

SSC for entry into the SSF and upload into NAPIS, respectively. The SPHD/SPRO/PSS should aid the SSC in identifying and reaching out to these cooperators in their State. The SSC should provide the cooperator with survey templates before the survey season begins.

5. *Other PPQ Pest Program Agreements and PPA Non-National Priority Surveys*
The data is collected by the SSC and/or other State survey staff under a PPQ Pest Program or PPA 7721 cooperative agreement (not Pest Detection or PPA National Priority Survey) between the State and PPQ, e.g., Gypsy Moth, EAB, ALB, etc. Survey information is not entered into the SSF. Survey results should be entered into the database required in the agreement. The data should be entered by the SSC or whoever is listed in the agreement. In some instances, local PPQ staff may assist in data entry if there is agreement by the SPRO, SPHD, PSS, and SSC. The data also may be entered into NAPIS if the SPRO, SPHD, PSS, and SSC determine that this is appropriate.

If the state CAPS committee or a PPQ agreement determines that the SSC will need to enter data into IPHIS, IPHIS training may be needed. The SSC should first approach their PSS or SPHD for assistance to help locate IPHIS training.

6. *Other PPQ Pest Programs (by PPQ Staff)*
The survey work is performed by PPQ staff for other PPQ Pest Programs. Survey information is not entered into the SSF. Survey results should be entered into the database required by the Program. The data also may be entered into NAPIS, if the SPRO, SPHD, PSS, and SSC determine that it is appropriate. If NAPIS data entry is desired, the PSS should prepare the data in the correct format, and share with or send to the SSC for upload into NAPIS.

Type of Survey	Required database	Who enters data
CAPS	NAPIS	SSC
PPQ Pest Detection	NAPIS	PSS prepares for the SSC
PPA Goal 1 Survey (Farm Bill)*; traditional CAPS cooperator	NAPIS	SSC
PPA Goal 1 Survey (Farm Bill)*; non-traditional cooperator	NAPIS	Other cooperator prepares data for SSC
Other PPQ agreements	As stated in agreement. NAPIS is optional.	SPRO, SPHD, PSS, and SSC to determine
Other PPQ programs (survey work performed by PPQ staff).	Per Program guidance. NAPIS is optional.	SPRO, SPHD, PSS, and SSC to determine

Process for Non-Traditional Cooperators Conducting PPA 7721 Goal 1 Surveys: Survey Summary Form and NAPIS Data Entry

- The ADODR will email the non-traditional cooperator and the SSC when the PPA 7721 Spending Plan is announced, effectively matching them up to work together and identifying their responsibilities.
- The SSC will send the cooperator an Excel version of the SSF for them to complete.
- The cooperator will fill out the Excel form and send back to the SSC.
- The SSC will enter this into the PPA 7721 SSF.
- The SSC will send the cooperator an Excel spreadsheet for the cooperator to prepare survey results, e.g., My Survey spreadsheet.
- The cooperator will prepare survey results and send to the SSC to enter into NAPIS.
- The SSC will enter the prepared data into NAPIS.

If the SPHD, SPRO, PSS, and/or SSC needs clarification or aid in identifying cooperators for PPA 7721 surveys, please contact John Bowers (john.bowers@usda.gov), Feridoon Mehdizadegan (feridoon.mehdizadegan@usda.gov), or Lisa Jackson (lisa.d.jackson@usda.gov).