



National CAPS Committee (NCC) Conference Call

August 1, 2019

Minutes

Participants

John Bowers	Kim Rice	Emilie Inoue	Dan Mackesy
Lisa Jackson	Joy Goforth	Brad Danner	Cindy Music
Alison Neeley	Megan Abraham	Dale Anderson	Mike Hill
Eric Ewing	Helmuth Rogg	Ian Foley	Steve Bullington
Greg Rentschler	Chris Pierce	Heather Moylett	

CAPS Work Plans

CAPS work plans (posted to the PPQ Agreements SharePoint site by the SPHD) and the CAPS 2020 Survey Summary Form (SSF) are due on or before September 6th. As there have been several important changes this year to the work plan process and expectations, data entry responsibilities, and bundling of pests in work plans, please review the 2020 [National Pest Surveillance Guidelines](#) and accompanying documents on the [2020 Guidelines page](#) of the CAPS Resource & Collaboration website. This information is also available via the recent webinar through both a slide deck of the presentation and a recorded version. Both are available on the [Webinar page](#) of the CAPS website. To reduce returns of work plans and requests for changes, please review this information and be prepared for any changes that affect your role in the work plan submittal process.

The 2020 Survey Planning Form for CAPS only is now open. This needs to be completed and submitted through the established workflow on the CAPS R&C website with or before work plans are submitted to the SPHD. SPHDs should be conscious of the workflow and push the SSF to Field Operations when work plans are uploaded to the SharePoint site. The status of the SSF can be seen by clicking on the Workflow link on the Survey Planning page.

The 2020 PPQ Pest Detection Survey Planning Form will be opened later in the Fall, and the 2020 PPA 7721 Survey Planning Form for Goal 1 Survey will open in early 2020 after the 2020 PPA 7721 Spending Plan is announced.

Contractual Costs

As noted in the [2020 National Pest Surveillance Guidelines](#), starting in FY2020 for both CAPS and PPA 7721 suggestions and work plans, contractual items listed in the Financial Form must be detailed and described in an additional Financial Form. For clarification, if the cost is something simple like rent or paying for the identification of samples, the separate Contractual Financial Plan is not needed. All that is needed is to clearly define the cost in the normal

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.



Financial Plan (the item, who will provide the service, where they are located, and the price).

Examples of when the separate Contractual Financial Plan is **not** needed:

- Nematode sample processing by North Carolina State University: 100 samples at \$20 per sample = \$2,000.
- Rent paid to University of Washington for office space: \$4,500

When funds are received by one entity and passed through to another to perform all or a significant portion of the work, the Contractual Financial Plan **is needed** to document the specific costs. Example of when the separate Contractual Financial Plan **is** needed:

- A department of agriculture receives the funds and passes them to a university to perform part or all of the survey work.

When in doubt, please reach out to your ADODR or Lisa Jackson (lisa.d.jackson@usda.gov) for clarification.

PPA 7721 Goal 1 Survey Guidance

The 2020 Open Period for PPA 7721 suggestions is July 15- August 23. A Stakeholder Registry announcement was sent Monday morning, July 15. The announcement is copied at the end of these minutes for your convenience. Information can be found on the APHIS website at: [FY 2020 Open Period for Project Suggestions Website](#). Please read the guidance for Goal 1 Survey carefully in the [2020 PPA 7721 Implementation Plan](#). National Priority Surveys follow guidance of the National Pest Surveillance Guidelines. Pest Program surveys should follow the specific pest program's guidelines or guidance.

The required [Excel file for Goal 1 Survey suggestions](#) can be found on both the APHIS website at the link above, and on the [2020 PPA Goal 1 Survey page](#) of the CAPS R&C.

For Goal 1 Survey suggestions there is some added guidance in the [2020 PPA 7721 Implementation Plan](#). Please read the Implementation Plan carefully.

- The Excel suggestion format, updated for 2020, will be required. A narrative in Metastorm is not needed. Suggestions received as a narrative in Metastorm will not be reviewed. If the system does not provide it, text such as 'See Excel template' or 'See attached template' can be entered to fulfil the Metastorm requirement of having something entered in each field.
- In the Financial Plan, a separate Contractual Financial Plan will be required to detail contractual costs. A Contractual tab will be added to the Excel Form. See the notes above for what should and should not be entered in this form.
- A section on identification plans was added as well as updating some definitions.

Also note this section for the Implementation Plan for Goal 1 Survey.

Note: Emergency Program Pests: Single-pest surveys for new pests or those in a PPQ emergency program, e.g., Spotted Lanternfly, European Cherry Fruit Fly,



should not be submitted to Goal 1 Survey. If a state wishes to combine one of these pests into a multi-pest survey, then submitting to Goal 1 Survey is appropriate (as part of a Grape or Orchard Survey, for example). However, if the survey is exclusively for Spotted Lanternfly or European Cherry Fruit Fly, then the suggestion should be submitted to Goal 6. Single-pest Spotted Lanternfly and European Cherry Fruit Fly surveys will not be reviewed nor funded in Goal 1 Survey. Additionally, if a suggestor chooses to submit a single-pest survey for an ongoing emergency program to Goal 1 Survey, per the PPA 7721 Cross-function Working Group (CFWG), the suggestion **will not** be moved to another Goal for review, and the suggestion will not be reviewed or funded.

From the SLF Program:

- Most states will benefit from SLF being bundled as part of a Goal 1 Survey multi-pest survey.
- SLF states (NY, PA, NJ, DE, MD, WV, NC and VA) will be submitting SLF only projects under Goal 6.
- States that have identified a clear pathway may be considered (MA, CT or NH) in Goal 6.
- All other states with single pest surveys for SLF may not be considered for funding.

The tentative timeline for 2020 PPA suggestions and review is:

- July 15 – August 23: Open period for submission of suggestions
- August 26: PPA Team prepares submitted suggestions for review
- September 13 – October 4: SPHD, SPRO, and SME review
- October 7 – November 4: Goal Team review
- November 12: Draft recommended goal spending plan due to PPA Team
- November 22 - ???: Review and approval process
- Early February: 2020 Spending Plan announcement

Goal 1 Survey typically receives 170-180 suggestions to review. As of Wednesday, July 31, only eight suggestions have been received with 3 weeks to go. For a bit of trivia, Laurinda Ramona of KS was the first to submit a survey suggestion to Goal 1 Survey, as she has done for the past several years.

Survey Supplies

Paul Ijams and Lisa Jackson were at Moore Airbase the week of July 15. They made plans for the 2020 season including: bringing in additional staff during the busy season, disposing of expired product and creating processes for better tracking product expiration dates, and general staffing at Moore Airbase. They will meet at Moore again in November 2019 to solidify plans for the 2020 season. The Survey Supply Procurement Program is actively refilling the shelves to replenish both expired products and depleted products in preparation for the 2020 season.



Cydalima perspectalis (box tree moth) lures

The Survey Supply Procurement Program has approximately 2,300 lures remaining for the pest *Cydalima perspectalis* (box tree moth). This pest is of concern to the nursery industry. The lure is effective for 28 days and should be used with the Multi-color Plastic Bucket Trap. Because this pest is not a CAPS target pest, the CAPS program will not be able to provide a pest datasheet, survey protocol/guidance, or support for preliminary identification/screening. If you are interested in receiving these lures, please contact Lisa Jackson lisa.d.jackson@usda.gov or Paul Ijams paul.m.ijams@usda.gov and include this completed form: [Order form](#) for orders placed outside of the ordering open period. Additional lures will not be made this year as only 3,000 were made available. The lures will be offered on a first come, first served basis. Additional traps for use with the lure also may be requested at this time.

Annual NCC Meeting Action Items

The [2019 NCC Action Items](#) have been posted on the NCC page of the CAPS R&C under the Portland meeting. Included is a description of the status of each item. Many action items were completed with the publication of the 2020 National Pest Surveillance Guidelines, updating the NCC Bylaws, and with the presentation of the recent webinar. If anyone has a question about any action item, or if we missed something, then please contact John or Lisa. It is our responsibility to make sure that we are following up on our commitments.

Call for New Pests

For the last couple of years we have not put out any messages about reviewing and analyzing new pests for potential inclusion on the Priority Pest List. There were two main reasons for this. First, we did not have the people to take on this task, and second, the people available were busy analyzing current commodity pests for the Objective Prioritization of Exotic Pests (OPEP) model. Going into FY20, the situation has improved. By the end of FY19, all of the Priority Pests, including those on commodity pest lists, will have been analyzed using the OPEP model. This phase will be completed. Also, the Program has greater access to the analysts in the S&T Pest Epidemiology & Risk Analysis Lab (PERAL). As things are falling into place in this regard, we now have the capability to address new pests.

Please discuss this with your constituency. Are there any pests that are out there that are exotic to the U. S. and may pose an imminent threat to U. S. agriculture, industry, and/or the environment that we should be aware of. Please forward your pest suggestions to Heather Moylett via the S&T CAPS email address, S&TCAPS@usda.gov.

Purdue Update

On Tuesday, August 6, Purdue will implement a security upgrade to the NAPIS and CAPS R&C login. The upgrade will provide a more secure service with additional security, and be consistent with industry standards. The Fair Use Statement also will be implemented at this time, as was discussed in Portland.



What This Means for You

With the security upgrade, everyone will need to change their password. You will have 90 days (~early November) to do this. Within the 90 days, your old password will work as the new service will run in parallel with the current service. However, after 90 days you will have to request a new password if you have not already changed it. Changing your password will automatically shift your credentials to the new service. The suggestion is to do this as soon as possible to avoid interruptions to your work.

The 2020 Annual NCC Meeting

It is not too early to start thinking about the 2020 Annual NCC Meeting. We already have a draft agenda started, and may spend at least a half day talking about the OPEP model, commodity documents, host matrix, and the Priority Pest List, and how it is presented in the 2021 Guidelines.

It also is time to start thinking of where and when the meeting will be held. Since it was on the west coast this year, a central or eastern location is preferred. Suggestions have been made for the Miami PIS, Florida DPI in Gainesville (both repeat venues), PA Dept. of Ag in Harrisburg, Beltsville Agricultural Research Center in MD, and the MSU Coastal Research and Extension Center in Biloxi, MS. Any other suggestions? The requirements are that the meeting room be free of charge, holds 20-22 people comfortably, and can be showcased as part of the safeguarding continuum. Easy transportation in and out is always a plus.

The meeting has been held during the first week of February, except this year due to the government shutdown, or the last week in January. Please check your schedules so we can get a consensus for checking venue availability.

ezFedGrants

There were some issues with ezFedGrants reported on the call. Please send any issue that you run into to Lisa and John so that we can discuss with the agreements staff. If they do not know there are issues, then they will never be rectified.

The next NCC call will be held on Thursday, September, 5, 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.



In Case You Missed It

PPA 7721 Stakeholder Registry Announcement

Washington, D.C., July 15, 2019 – The U.S. Department of Agriculture’s (USDA) Animal and Plant Health Inspection Service (APHIS) is inviting stakeholders to submit project suggestions for fiscal year (FY) 2020 Plant Protection Act Section 7721 funding to implement the Plant Pest and Disease Management and Disaster Prevention Program.

The open period for submitting suggestions will last six weeks, from July 15 through August 23, 2019. There will be \$75 million available with at least \$5 million going to the National Clean Plant Network (NCPN). The open period for submitting NCPN project suggestions will be announced separately. Stakeholders who are interested in learning more about the suggestion submission process may join a webinar on July 16, 2019 at 2:00 P.M. Eastern time. For information: https://pdclearning.adobeconnect.com/_a988829320/ppa/.

The Plant Pest and Disease Management and Disaster Prevention Program is organized into six strategic goal areas under which projects are evaluated and funded. The FY 2020 Implementation Plan provides goal area guidance, with specific objectives to assist those who wish to submit a suggestion that is clearly aligned to a goal area:

1. Enhancing plant pest/disease analysis and survey
2. Targeting domestic inspection activities at vulnerable points in the safeguarding continuum
3. Enhancing and strengthening pest identification and technology
4. Safeguarding nursery production
5. Enhancing mitigation and rapid response capabilities
6. Conducting targeted outreach and education

Visit www.aphis.usda.gov/ppa-projects to get resources and guidance for potential cooperators, including the FY 2020 Implementation Plan, templates, help session webinar schedule, frequently asked questions, and more.

Through the **Plant Pest and Disease Management and Disaster Prevention Program**, APHIS provides funding to strengthen and safeguard the nation’s agricultural infrastructure. APHIS is committed to partnering with states, federal agencies, nongovernmental organizations, universities, non-profits and tribal organizations to extend its ability to protect, detect, and respond to plant pests and diseases with projects identified and tailored locally and regionally.