



National CAPS Committee (NCC) Conference Call

September 5, 2019

Minutes

Participants

John Bowers	Joy Goforth	Brad Danner	Steve Bullington
Lisa Jackson	Megan Abraham	Dale Anderson	Feridoon Mehdizadegan
Eric Ewing	Helmuth Rogg	Heather Moylett	Mike Hill
Greg Rentschler	Tiffany Mauro	Cindy Music	David Bednar
Kim Rice	Emilie Inoue	Jesse Hardin	

2020 CAPS Work Plans & Survey Summary Form

CAPS work plans (posted to the PPQ Agreements SharePoint site by the SPHD) and Survey Summary Form were due to Lisa in Field Ops on Friday, September 6. While we would appreciate everything submitted by then, it is not a hard deadline. However, earlier than later submission reserves your place in line for review. Later submissions are placed on the bottom of the stack. Make sure the Survey Summary Form is pushed through to FO along with the work plans. Remember that the Survey Summary Form needs to be completed before Lisa will begin reviewing the plans. The status of the SSF can be seen by clicking on the Workflow link on the Survey Planning page. Also ensure that the 2018 CAPS Accountability Report is up to date and complete.

If the plan needs revision, Lisa will contact the SPHD. If the plan looks good, Lisa will email the SPHD the following message:

“I reviewed your state’s CAPS work plans and Survey Summary Form. Everything looks good. I won’t change the status of the work plans in SharePoint until we receive a notification from the budget staff to begin processing agreements (likely in November). At that time, I will change the status to “FOM Approved” and notify the agreements staff. The agreements staff will begin entering the opportunities into ezFedGrants.”

The 2020 Survey Planning Form for is open only for CAPS. 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.

Lisa has answered several questions regarding bundling of pests (see the documents on the 2020 Guidelines page) and contractual guidance in the financial plan (see the NCC Minutes to the August call). These are new guidance for 2020, so do not hesitate to ask if you have a question.

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.



Taxonomic Assistance

First, some background. We define the identification process as taking place in two phases, termed preliminary and confirmatory identification. The National Identification Service (NIS) has ownership and coordination of the confirmatory process; that is the confirmation of samples preliminarily identified. Steve Bullington is the point of contact for the protocol. However, we are struggling with the coordination of preliminary identification, which is the screening and identification of raw samples from CAPS, Pest Detection, and Goal 1 Surveys. This involves who is available to do the work, where should states send samples to, and coordination of identifiers and identification centers. This requires having oversight of the national identification landscape, and other aspects of identification. The Pest Detection Management Team has begun conversations with NIS and management regarding the dire need for a dedicated person to coordinate the screening and preliminary identification of survey samples. We will keep you informed as this progresses.

In the meantime, and with the current limited resources, the PDMT cannot continue to coordinate requests for taxonomic assistance with the appropriate identifier or cooperating institution. For the 2020 CAPS, that boat has sailed, and we will do what we can to facilitate taxonomic assistance. However, for 2020 PPQ, and PPA Goal 1 Survey, states will need to reach out to identifiers and diagnosticians to identify a resource if needed. As of now, this is the only solution available.

If you have used a PPQ identifier or cooperating institution previously, please reach out to the identifier/institution and confirm that they will be able to support you in the 2020 season. You can send the information out of your Survey Summary Form:

- Target(s)
- Type of samples: raw or screened samples
- Number of samples
- Expected number of samples
- Point of contact name and email of who will be submitting samples

If you need assistance in finding an identifier or institution for a target (Priority Pests only) you may reach out to Lisa for arthropods or mollusks and Heather for pathogens and nematodes.

Survey Summary Form – Questions for Discussion

Moving forward, until a full time coordinator is in place to do this work, should we put a hold on capturing this information in the Survey Summary Form? The SSF template is useful in capturing this need to then send to the identifier/institution, but we need to remove the expectation that the PDMT will coordinate the need with the resource. The goal for these changes would be for the 2020 PPQ and PPA surveys. Nothing will change for the 2020 CAPS SSF.



Currently, the “Diagnostics” section is required – who will be performing the diagnostics. Do we want to keep this? It does help us see where the work is being done. Is there other important data that we want to glean from this?

We could keep this and change it to “Diagnostics Identified.” Once states have reached out to the identifier or laboratory, and have received confirmation that the identifier will accept the samples, that identifier’s information could be entered here. It would capture valuable information for the Pest Detection Management Team and NCC.

These currently are required fields:

Diagnostics	
Contact Name:	<input type="text" value="Dr. John Doe"/>
Contact Title:	<input type="text" value="State Entomologist"/>
Affiliation:	<input type="text" value="North Carolina Dept. of Agriculture"/>

These are optional now, and depend on whether assistance is needed:

Taxonomic Assistance	
Type:	<input type="text" value="Sample Processing (screened)"/>
Expected # of Samples:	<input type="text" value="20"/>
Details:	<input type="text" value="We usually only have around 20 samples per year that need additional identification support."/>
Contact Name:	<input type="text" value="Jane doe"/>
Contact Email:	<input type="text" value="Jane.Doe@anystate.dept.ag"/>

We could make all of these optional, so that states could download the information to send to the identifier. Or, we could make separate template/form to capture this information specifically for their taxonomic assistance request.

We can discuss more on future calls. Lisa also is engaging the Domestic Identifiers to see what information they need.

For now, for Priority Pests only, the PDMT will let states know which resources are available for each level of screening by pest. For some pests, there may not be a PPQ identifier or cooperating institution (that receives funding to do this work) to perform the identification. In some cases,



states may have to contract out with other labs. We are developing this information and plan to have it available early January.

Taxonomic Assistance – Pathogens

We currently are working with diagnosticians in NIS, S&T, and FO and the NPDN liaison within PPQ to get a clear picture of what internal and external resources that are currently available for pre-screening and screening pathogen samples. One thing we'd like to know from the states is: Which pathogens would you survey for but are not because you do not have taxonomic support? There may be opportunities for us to connect you with existing resources. Otherwise, this helps us to identify additional gaps at the state level.

S&T CAPS Support – Focus Group Meetings

CAPS Science Support is developing new survey support tools and improving how we present pest-specific information (i.e., datasheets, approved methods for pest surveillance). Throughout this process, we will touch-base with primary customers and stakeholders to ensure what we are developing is useful and intuitive. As the primary customers of survey support products, we would like to invite representatives from the “Core Four” to participate in focus group meetings. We will have two different groups, the Survey and Pest Information Focus Group and the OPEP Focus Group.

Survey and Pest Information Focus Group

Participants: As the primary users of these tools and information, we would like to meet with the four SSCs and two PSSs serving on the NCC.

Date: The day before the Annual NCC meeting (date TBD)

The focus group meeting will last one full day and cover the following topics:

Survey Builder Tool

This new tool will help you determine which targets on the CAPS Priority Pest list are appropriate to include in your survey work plan. You will be able to create a tailored list for your state by selecting the host(s) or pathway of concern (similar to the SSF) and then reviewing relevant information about the target (e.g. states at risk, primary hosts, and survey and ID/diagnostic methods). Once you have reviewed the target list, you will be able to select which targets you want to include in the SSF. You will have the option to download your tailored list as an Excel file or export it directly into your work plan.

Ideally, we will send a beta version for testing to the SSC/PSS group a couple weeks before the NCC meeting. If this is not possible, we will provide an explainer or demonstration so you have something to think over ahead of time. At the focus group meeting, we will:

- Demo the tool,
- Discuss what works and what doesn't – opportunities for improvement,



- Review types of information you use when selecting survey targets from the CAPS Priority Pest list.

Presentation of Pest-Specific Information

Currently, pest-specific information is provided in CAPS Pest Datasheets and the online AMPS pest pages. The datasheets are challenging to maintain and the AMPS pages provide a limited amount of information. In order to improve quality and consistency we will:

- Review your information needs so that we close information gaps while also cutting down on clutter, and
- Present options for simplifying the presentation so that frequently used information is readily accessible to you and easy for us to update.

Objective Prioritization of Exotic Pests (OPEP)

We also may cover OPEP at this meeting. If we do we will review how the Phase I (Impact) and II (Likelihood of Introduction) of the OPEP process is working, and get input on what factors you use to inform survey priorities in your states. This information will be used in Phase III (Feasibility and Policy Considerations) of the OPEP process.

Objective Prioritization of Exotic Pests Focus Group

This focus group will cover OPEP Phase III development (see description under Survey and Pest Info Focus Group). Details are in the works and more information will be shared via email.

Participants: Representatives from the four core CAPS groups. The participants may be different for each session to make sure we get as much perspective as possible.

Date: TBD. We will hold multiple sessions over the next year. If possible, the first one may be held as soon as this fall. The second may be held as part of the Survey and Pest Info Focus Group meeting.

NAPIS and CAPS R&C Security Update

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

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.



PPA 7721 Update

The open period for suggestions has closed. The PPA 7721 team is preparing the suggestions, clearing out possibly duplicates, and getting ready for the review process. The tentative timeline for 2020 PPA suggestion review is:

- Beginning 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

For 2020, Goal 1 Survey received 188 suggestions requesting \$20,806,513. Last year for 2019 we received 179 suggestions requesting \$23,374,073. Last year we were given a budget of \$14,439,575. We expect to be held to somewhere around that figure for 2020 as well.

Survey Supplies

No major updates. We are stocking the shelves with supplies for 2020.

ezFedGrants

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.

There was an announcement that the External Portal will undergo a facelift with improved performance in mid-October. The email is posted on the last page for reference. If you do not currently receive these emails, and wish to do so in the future, you will need to subscribe. I copied that portion of the email here for convenience.

Update your subscriptions, modify your password or e-mail address, or stop subscriptions at any time on your [Subscriber Preferences Page](#). You will need to use your email address to log in. If you have questions or problems with the subscription service, please visit subscriberhelp.govdelivery.com.

Draft Volunteer Guidelines

The Draft Volunteer Guidelines, a document created in 2003, explores many issues and topics associated with using volunteers in CAPS surveys, and is still posted on the Pest Detection page of the APHIS website at <https://www.aphis.usda.gov/aphis/ourfocus/planthealth/pest-detection>. Several years ago a subgroup of the NCC looked at expanding on this guidance with the goal to have some form of national guidance available for States to use when developing a volunteer program for help in surveys. The group found, however, that policies, regulations, and laws governing the use of volunteers, as well as insurance and liabilities, varied greatly from state to state. Having standardized national guidance would not be useful. States that wish to develop volunteer programs will have to do so based on state and local requirements.



The questions then are: Does the CAPS community still find that the posted Draft Volunteer Guidelines are useful, and should remain on the webpage, or are they out-of-date and should be removed from the webpage? If removed from the APHIS website, should they be posted on the CAPS R&C website?

The 2020 Annual NCC Meeting

It 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 Chicago (PIS at O'Hare airport), Miami PIS at Miami airport), Florida DPI in Gainesville, 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? Any preferences? 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. John will send out a Doodle poll for everyone's availability. The suggested dates are for a Wednesday-Thursday meeting with travel on Tuesday and Friday. This accommodates the Focus Group meeting on Tuesday, with travel on Monday for those participating.

- Week of January 27, 2020
- Week of February 3, 2020
- Week of February 10, 2020
- Week of February 17, 2020

Please check your schedules so we can get a consensus for checking venue availability.

The next NCC call will be held on Thursday, October 3, 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

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.



From: USDA Office of the Chief Financial Officer [<mailto:usdaocfo@public.govdelivery.com>]

Sent: Wednesday, August 14, 2019 3:58 PM

To: Bowers, John H - APHIS <john.bowers@usda.gov>

Subject: ezFedGrants Users—Change is Coming!

Having trouble viewing this email? [View it as a Web page.](#)



United States Department of Agriculture

In mid-October, the ezFedGrants External Portal will get a fresh new look and improved performance

Over the next several weeks, look out for emails with more information about the improvements.

As always, please feel free to contact the ezFedGrants Help Desk at ezFedGrants@usda.gov.

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