



National CAPS Committee (NCC) Conference Call

January 9, 2020

Minutes

Participants

John Bowers	Helmuth Rogg	Brad Danner	Cindy Music
Lisa Jackson	Chris Pierce	Dale Anderson	Mike Hill
Alana Wild	Tiffany Mauro	Darcy Oishi	Steve Bullington
Kim Rice	Erin Caruso	Heather Moylett	
Megan Abraham	Emilie Inoue	Paul Ijams	

Agreements at 100%

Lisa was notified by her budget analyst that agreements can begin to be processed for 100% of the amount of the agreement. ☺ Please direct any question to your ADODR and agreements specialist.

Annual NCC Meeting

The Annual NCC Meeting will take place January, 29-30, 2020, at the offices of the Illinois SPHD in Des Plaines, Illinois (near Chicago's O'Hare International Airport). A pre-meeting with PSSs and SSCs on the NCC will be held the day before, and will go into the details of a couple development projects for state perspective (see last month's Minutes). [Travel Information](#) is posted on the NCC page of the CAPS R&C website.

Before the meeting, members should review; 1) the [2019 NCC Action Items](#) and be prepared to discuss and determine if all have been completed, or if there are outstanding items to address, 2) the [Agenda - Draft](#) asap so that items, topics, or issues that are not on the agenda, and important to your constituency, can be added so we do not miss talking about them, 3) and other documents that will be posted prior to the meeting, e.g., Measures & Metrics presentations, Supplemental Information booklet, etc. We have a short time to discuss a lot of information. The goal is to provide more information online and in the booklet ahead of the meeting for review so that we do not spend as much time on any one topic at the expense of others. Check the [NCC page](#) for updates.

To have the meeting to be as productive as possible, we need to hear from the NCC and their constituencies of any topics, issues, subjects, complaints, criticisms, comments, and suggestions that should be discussed. If we do not know about them, we will not know that it needs discussion. Please plan to have a discussion with your constituencies before the NCC meeting so that you can adequately represent them at the meeting, and bring their thoughts with you.

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.



For the Focus Group, Heather will send out information and materials the week before the meeting for you to review. [Focus Group Logistics](#) have been posted on the NCC page under the 2020 Chicago meeting. Questions about the Focus group Meeting should be directed to Heather.

Taxonomic Assistance – CAPS Surveys 2020

As was mentioned on the [September 5, 2019](#) NCC Call and included in the notes, the Pest Detection Management Team (PDMT) is struggling with the coordination of preliminary identification, which is the screening and identification of raw samples from CAPS, Pest Detection, and Goal 1 Surveys.

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.

We currently do not have sufficient staff to coordinate where states should send samples to (PPQ Domestic Identifiers and cooperating identification centers). 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 2020 CAPS surveys, if you used an identifier/institution previously, we ask that you 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

You can find contact information for PPQ Domestic Identifiers here: [Domestic Identifiers](#).

If you need assistance in finding an identifier or institution for a target (Priority Pests only) you may reach out to Lisa Jackson (lisa.d.jackson@usda.gov) for arthropods or mollusks and Heather (heather.moylett@usda.gov) for pathogens and nematodes.

This also will need to be done for 2020 PPA Goal 1 Surveys as well. Once the PPA spending plan has been announced, please confirm taxonomic support for these surveys as well.



Revised Financial Plan Template

There were some errors in the Financial Plan Template (version 05/13/2019) that had been revised for capturing contractual costs. The new [Financial Plan Template](#) was updated and posted on 1-8-2020, and should be used for all CAPS and PPA Goal 1 Survey work plans moving forward.

As a reminder, in preparation for 2020 PPA Goal 1 Survey work plans, here is the additional guidance:

As noted in the [2020 National Pest Surveillance Guidelines](#), starting in FY2020 for both CAPS and PPA 7721 work plans, contractual items listed in the Financial Form must be detailed and described in an additional Financial Form - Contractual. 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 Financial Plan (the item, who will provide the service, and the price), see examples below.

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 state 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.

2020 PPA Goal 1 Survey – Expectations

Non-Traditional Cooperators

For PPA Goal 1 surveys conducted by non-traditional cooperators (surveys that are conducted by other institutions than the typical State/SSC), the ADODR should work with the cooperator and the SSC to have the Survey Summary Form and data entered.

Process for Non-Traditional Cooperators conducting PPA Goal 1 Surveys to fill out the Survey Summary Form and have data entered [Data Entry Roles and Responsibilities](#) :



- When the PPA Spending Plan is announced, the ADODR will need to email the non-traditional cooperator and the SSC, effectively matching them up to work together and identifying their responsibilities.
- The SSC will send the cooperator an Excel version of the Survey Summary Form (SSF) for them to complete.
- The SSC will enter this information into the PPA SSF.
- The cooperator will need to prepare their data for the SSC.
- The SSC will enter the prepared data into NAPIS.

Data Entry Expectations

Similar to what was expected during the 2020 CAPS work plan process, during the 2020 PPA Goal 1 Survey work plan submission process, the SSC and ADODR should ensure data from previous year's surveys has been entered into NAPIS. For 2020, Lisa and fellow NOMs will not approve work plans until data has been entered for similar 2018 surveys (surveys from the same cooperator). *Note, a traditional cooperator (State/SSC) will not have work plans held up if data from a non-traditional cooperator has not been entered and vice versa.

Each year, John creates an Excel file that has guidance for each funded survey and whether NAPIS data is required. Here is the file for 2019: [Survey Summary Form and Data Requirements for Funded Surveys](#). Only surveys that require NAPIS as the official database for survey data will appear in the PPA Accountability Report.

1) SSCs – before submitting a new work and financial plan to the ADODR, check the Accountability Report on the CAPS Resource & Collaboration website to ensure data from previous years surveys have been entered into the appropriate database (NAPIS). ***SSCs may wish to do this now before the spending plan is announced.***

2) ADODRs – before uploading a new work and financial plan to the Field Operations Cooperative Agreements Work Plan Management Site, check the Accountability Report on the CAPS Resource & Collaboration website to ensure data from previous years surveys have been entered into the appropriate database (NAPIS). If the data has not been entered, the ADODR should communicate this deficiency to the cooperator. Once the missing data is entered, or an acceptable justification is provided, submission of new work and financial plans may proceed. New work plans will not be processed until data entry requirements are met.

For example: For review of a 2020 work plan (PD and PPA 7721), the ADODR should check and determine that all 2018 and earlier data from the cooperator has been entered into NAPIS. Surveys for 2019 are in progress, and all the 2019 data is not expected to be available when 2020 work plans are due. However, 2018 and earlier data should be available and properly entered into NAPIS.

- Goal 1 Survey work plans will be due 60 days after the 2020 PPA Spending Plan is announced.



Survey Supplies

The [Survey Supply Ordering System in IPHIS](#) will open again on January 20 through February 21 to support CAPS and EAB surveys.

The Survey Supply Ordering System will open once again after the 2020 PPA 7721 Spending Plan is announced for 2020 PPA 7721 Goal 1 Surveys.

You may submit orders for any CAPS survey items that you missed during either of these periods.

Guidance for Selecting Survey Names for CAPS and PPA Goal 1 Survey

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. 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). Additionally, executive dashboards are being created to inform USDA management (see #2 below in things to be aware of). 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 this 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 should be done as well.

The [Guidance for Selecting Survey Names](#) document is posted on the 2020 Guidelines page of the CAPS R&C website. Please follow this guidance when submitting work plans for CAPS and PPA Goal 1 Survey suggestions and work plans.

Purdue CAPSIS Update

The Purdue Media and Marketing Department at Purdue has transferred templates for an updated version of Pest Tracker to the CAPSIS group. Cindy mentioned that she may have something to show at the NCC meeting, but cannot guarantee that any visual would be available that soon.

The Online Work Plan is now undergoing in-house testing. While it may not be ready for 2020 PPA work plans, it looks to be on schedule for 2021 CAPS work plans.

CAPS Recognition

It is time to start thinking of nominating someone for CAPS Recognition for exemplary work done in support of the CAPS program in 2019. The official call for nominations will go out this month. The goal is to announce awardees before the first Regional Plant Board Meeting.



PPQ and State Plant Regulatory Officials (SPRO) to work on an improvement process. This Domestic Data Improvement Working Group (DDIWG) will be tasked with: reviewing the domestic data collection techniques and the data elements collected across domestic programs, reviewing and approving data dictionaries, setting data standards, establishing reporting requirements, and proposing a governance structure within the domestic plant pest community.”