



Annual National CAPS Committee Meeting

March 20-21, 2019

Customs & Border Protection

Portland, Oregon

Action Items



1. Action Item (John): 1. The draft language presented at the meeting will be edited and reworded to say that the NCC will strive not to have two members from a state, but it may be necessary from time-to-time as an exception and way to allow maximum participation. The draft language will be distributed to the NCC for review before the document is finalized and posted on the CAPS R&C site. 2. The table(s) listing NCC members and rotation schedule will be updated to include member's State, and a color key added to the rotation schedule.

[Completed with the May 6, 2019 revision to the Bylaws, and published on the National CAPS Committee page of the CAPS Resource & Collaboration website.](#)

- [NCC Bylaws](#)
- [NCC Term Limits and Rotations](#)

2. Action Item (John): 1. Keep PPA representation as permanent and revisit this status next year. 2. Keep CAPS Support Lead as ad hoc and revisit next year. 3. List out Ad hoc members' titles out specifically and their responsibilities (examples: Survey Supply Procurement Program, Domestic Diagnostic Coordinator, etc.). The draft language will be distributed to the NCC for review before the document is finalized and posted on the CAPS R&C site.

[Completed with the May 6, 2019 revision to the Bylaws, and published on the National CAPS Committee page of the CAPS Resource & Collaboration website.](#)

- [NCC Bylaws](#)

3. Action Item (Heather, S&T): Look at Priority Pests that have not been surveyed for over the last five years. Are these pests the same each year? Why do we think the pests have not been surveyed for, lack of survey or identification methods? S&T may need to reach out to the CAPS community for more information.

[In Progress. There are at least three pests that have not been surveyed for or are rarely selected as targets. Two of the three are tropical pests. Before removing tropical pests, we will talk with HI, FL, and other states at risk about tropical pests of concern.](#)

4. Action Item (Lisa): The Survey Supply Procurement Program has had increases in Pest Detection over the last five years (from \$160,000 in FY2015 to \$425,000 in FY2019). The Program has received less funding from Farm Bill (high of \$1.16 million in FY2016 to \$620,000 in FY19). The NCC would like more details on how these requests are derived.

[In progress for the FY2020 budget. Lisa and Paul Ijams are looking at ways to be more efficient with the budgets. They will request an increased amount in the Farm Bill suggestion, look into](#)



using any surplus Pest Detection funding at the end of each year, be mindful of expiration dates when purchasing supplies, and other efficiencies.

5. Action Item (Lisa, Heather): Revisit discussion of ethanol lures during survey season on a call with SCCs. Put together ethanol trap guidance and discuss adding this to 2021 guidelines at 2020 NCC meeting. S&T will consider developing guidance for executing a generic lure survey. [In progress.](#)

6. Action Item (NCC): The NCC and their constituencies should review the 2019 Guidelines page and determine which files are used every year and/or need to be on the Guidelines page for reference, with the result that all other files will be found on the Resources page.

[Completed with the publication of the 2020 National Pest Surveillance Guidelines on the CAPS R&C website on May 20, 2019.](#)

- [National Pest Surveillance Guidelines - 2020](#)

7. Action Item (Cindy, David): The NCC requested that the date be included within the link to the work and financial plan templates so they would know which version was the most recent (several changes were made and new versions were posted in 2019).

[Completed with the publication of the 2020 National Pest Surveillance Guidelines on the CAPS R&C website on May 20, 2019.](#)

- [National Pest Surveillance Guidelines - 2020](#)

8. Action Item (John, Lisa): Request that a footer be inserted into the work and financial plans and accountability reports with “Last Updated and the Date.”

[Completed with the publication of the 2020 National Pest Surveillance Guidelines on the CAPS R&C website on May 20, 2019.](#)

- [National Pest Surveillance Guidelines - 2020](#)

9. Action Item (Lisa, Heather, Cindy): A webinar will be developed to focus on changes to the Guidelines, pest lists, Accountability Report, Survey Summary Form, and other topics and issues that should be considered when developing 2020 work plans. Look for an announcement for an early June webinar after the 2020 Guidelines are published.

[Completed. The webinar was held on July 10, 2019. The recording of the presentation and slide deck are available on the Webinars page on the CAPS R&C website.](#)

- [Webinars](#)

10. Action Item (John, Lisa, David): John and Lisa will discuss possibilities with the staff at Purdue to determine if these or other suggestions are technologically feasible so that the end result is some sort of indication on the Accountability Report that the survey is complete and



data is pending results from an identifier or diagnostician (adding a “Pending” column to the report, for example). Solutions will be discussed on subsequent monthly NCC calls.

[This may not be needed. No one has had trouble entering their data so far.](#)

11. Action Item (NCC members): If there are Institutions or PPQ Domestic Identifiers that have a continued problem supplying late identification results, let John and Lisa know. We need to deal with the problem at the source. If the workloads of the institutions or identifiers are too great, we need to better manage the number of samples sent to them.

[In progress.](#)

12. Action Item (John, Lisa, NCC): **1.** Language will be added to the 2020 Guidelines indicating that it is the responsibility of the ADODR to ensure that data entry from previous surveys is entered before a new work plan is forwarded or agreement developed. **2.** Work plans will not be approved at Field Operations unless data entry is complete and up-to-date, resulting in no funding for the current year unless a cooperator is in compliance. **3.** Draft language will be distributed to the NCC for review, and well as to PPQ management. **4.** Successful updating of the Survey Summary Form and Accountability Report based on the discussion in the previous section will facilitate knowledge of the status of data entry. **5.** NCC members should discuss this topic at the Regional Plant Board meetings.

[Completed with the publication of the 2020 National Pest Surveillance Guidelines on the CAPS R&C website on May 20, 2019. National Pest Surveillance Guidelines - 2020](#)

- [National Pest Surveillance Guidelines](#)
- [Data Entry Roles and Responsibilities](#)

13. Action Item (John, Lisa): John and Lisa will begin to have individual conversations with states that are having difficulty meeting these requirements.

[We have not encountered any problems so far \(the 2020 CAPS cycle is complete\). The new process seems to be working fine. States either enter the data, or if the survey was not conducted or the pest was not surveyed for, the SSF is revised.](#)

14. Action Item (John, Lisa, Cindy): A webinar will be developed to aid the ADODR and ROAR in understanding the Accountability Report and Workflow of the Survey Summary Form, and how the Survey Summary Form interacts with NAPIS data entry to produce the Accountability Report.

[Completed. The webinar was held on July 10, 2019. The recording of the presentation and slide deck are available on the Webinars page on the CAPS R&C website.](#)

- [Webinars](#)



15. Action Item (Eric, Greg): With the SPHDs, make a request to PPQ Field Operations (maybe to the Data Steward?) to develop a table with a list of all PPQ programs and their corresponding required databases.

Discussions were held and this will not be pursued any further. It is the responsibility of the PPQ National Policy and Operation Managers to decide on the data requirements for their program, and to message the appropriate database for their program to PPQ and cooperators.

16. Action Item (Cindy, David): Create a downloadable Excel file for the Survey Summary Form. The SSC can send this to non-traditional cooperators for PPA surveys.

The Excel file has been created and will be posted soon.

17. Action Item (Cindy, David): Add the 11 targets in the PPA Honey Bee Survey to the SSF to auto populate.

Completed for 2019 PPA Goal 1 Survey on the Survey Planning Pages of the CAPS R&C website.

18. Action Item (NCC): The NCC should canvass their constituency to determine: 1. What identification and/or diagnostic training is wanted/needed; 2. What screening aids are wanted/needed; 3. What are the effects of the identification situation in your state, or how identification issues are affecting survey and financials. John and Lisa will consider developing a survey to collect this information, but the conversations within the constituencies can start now. ON HOLD until additional staff/resources are in place to assist with preliminary identification, which includes training and screening aids.

19. Action Item (Heather): Heather will write an explainer for the Datasheet Stakeholder Survey and send it to the NCC before Regional Plant Board meetings begin. Plant Board representatives will announce and discuss the upcoming datasheet stakeholder survey at their respective meetings. This will provide community members time to consider their information needs prior to taking the survey.

Completed. Heather sent an explainer to the NCC on April 5, 2019. An announcement was also distributed through the CAPS forum. In an effort to increase participation, the stakeholder survey has been postponed. It will be sent in mid-September, after the close of field season and work plan submission.

20. Action Item (Heather): Heather will work with the PDMT, Beltsville, and NIS to determine whether validation of molecular protocols is required before relevant pathogens are added to the Priority Pest List.

Completed. Heather spoke with Beltsville and the PDMT and all agreed that molecular protocols described in literature may be used as an approved method for screening if reviewed by subject matter experts, and the SMEs agree that it is a reliable method that will provide valid results.



21. Action Item (Heather): Heather will work with Joe Francese (Otis) to develop a guide for fluon-coated traps. The guide will include instruction on proper trap care and storage, telltale signs of degradation, how to manage your stock of traps, and useful tips and tricks for using the fluon-coated traps.

[In progress.](#)

22. Action Item (Heather): Heather will work with Lisa to contact identifiers about unexpected species in samples. She will also work with Otis to determine whether lures shipped in netting should be shipped from the manufacturer in Mylar. If so, she will notify the Survey Supply and Procurement Program of the need and ask that the requirement be communicated to the manufacturer.

[On the To Do list.](#)

23. Action Item (NCC, CAPS Community): Before an online work plan can be implemented, PPQ and states need to consider their processes for reviewing, editing, and signing work plans before submission. At what point in time or at what stage of the review process would it be best to fill in the online form? Will it work best to fill in the online form initially and have it produce a Word document for review, or initially use a Word template for the review process and fill in the online form as the last step? Should the online form have a work flow for review (similar to the SSF review process) and be editable? Who should have the rights/responsibility for filling in and/or editing the online form? These and other process questions need to be answered to facilitate use in the states.

[Completed. John and Lisa had conversations with constituents at Regional Plant Board meetings. Additional discussions with members of the CAPS community will occur as CAPSIS makes progress on the online forms.](#)

24. Action Item (Cindy, David): 1. Add the Wisconsin Tribal Conservation Advisory Council (WTCAC) to the Survey Planning Page and Survey Summary Form as a State-level entry. 2. Add an acronym to the survey name for those occasions when more than one organization within a State has cooperative agreements to conduct surveys. 3. With PPA 7721 surveys, the SSCs will help Cindy and David identify the surveys and organization within their State.

[In progress. Lacey Hill-Kastern, the SSC for the WTCAC has been contacted, requesting her assistance in this matter.](#)

25. Action Item (Cindy): Cindy will prepare and deliver a webinar on the proper format for cooperators to share survey information for the Survey Planning page and survey results for entry into NAPIS, to focus on PPQ and cooperators that will be required to share their information with the SSC for entry into the proper forms.

[Pending.](#)



26. Action Item (NCC): The NCC should review the Fair Use Statement for NAPIS and contact Cindy with any edits, comments, suggestions, and/or questions.

[In progress. The Statement will be implemented in NAPIS with the security upgrade.](#)

27. Action Item (NCC): 1. Each member of the NCC should canvass their constituency to see who would be interested in facilitator/meeting design training, and provide head count to John. 2. NCC members also should talk about this at the Regional Plant Board meetings.

[In progress. The Professional Development Center is discussing training need for FY20.](#)

28. Action Item (NCC): 1. The NCC should discuss with their constituency the need for any training that would facilitate their job performance, be it survey, screening, more detailed identification, trap procurement, construction, and/or placement, or administrative and process topics, etc. The NCC should compile a prioritized list of training that could be addressed.

[In progress?](#)

2. The NCC also should discuss with their constituency the value of the CAPS Introductory Guidebook and trap videos, and entertain ideas for a future versions. Ideas for a possible cooperator to lead the project also should be discussed.

[In progress?](#)

29. Action Item (John): Prepare a short introduction to the NCC for new members with a possible bullet list of their role and responsibilities.

[Not yet started. Will be available for new members in late 2019 or early 2020.](#)

30. Action Items (NCC, John, Lisa): 1. John and Lisa will plan to have a national town hall-style conference call with PSSs and SSCs, tentatively scheduled for November-December. The NCC will need to canvass their constituency for topics.

[Pending.](#)

31. Action Items (John, Lisa): The PDMT will organize, schedule, and deliver the two standing webinars based around the i) Guidelines and ii) work plan requirements and process.

[Completed. A webinar combining both topics was held on July 10, 2019. The recording of the presentation and slide deck are available on the Webinars page on the CAPS R&C website.](#)

- [Webinars](#)

32. Action Items (Alison, Heather): Alison and Heather will organize and schedule a webinar on the OPEP model for January-February of 2020.

[Pending. This will be scheduled for March or April instead.](#)



33. Action Item (NCC, John): **1.** The NCC will announce to their constituency the extended deadline for CAPS Recognition, and **2.** Discuss and solicit nominations for CAPS Recognition at the Regional Plant Board Meetings. **3.** The guidance documents for CAPS Recognition will be updated to reflect the new timeline with the publication of the 2020 Guidelines.

Completed with the announcement of 2019 CAPS Recognition on July 16, 2019.

- [2019 CAPS Recognition Award Winners](#)

The CAPS Recognition Policy Statement was updated on May 6, 2019, to include the new timeline for 2020 CAPS Recognition, and posted on the CAPS Recognition page of the CAPS R&C website.

- [CAPS Recognition page](#)
- [CAPS Recognition Policy Statement](#)